



KWAZULU-NATAL PROVINCE

OFFICE OF THE PREMIER
REPUBLIC OF SOUTH AFRICA

SCM P-6

SERVICE: APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH TENDERING PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

Bid No.: **KZNB 44 P/2021/22**

NAME OF BIDDER : _____

Compulsory briefing session:

Venue	Due to COVID-19 Regulations, a compulsory virtual meeting will be conducted. The purpose of the meeting will be to disseminate information on the requirements for the proposal. Please send request to be invited on a virtual briefing session to sithembile.myeza@kznpremier.gov.za
Date	30 June 2021
Time	11h00

PREQUALIFICATION CRITERIA

In terms of Regulation 4 of the Preferential Procurement Regulations, 2017, pre-qualifying criteria apply to advance certain designated groups. This tender is therefore advertised with a specific tendering condition that only one or more of the following tenderers may respond:

- (i) BBBEE level 1 (as per the provisions of section 4(1)(a) of the PPPFA Regulations, 2017); and
- (ii) EME or QSE (as per the provisions of section 4(1)(b) of the PPPFA Regulations, 2017)

RETURN OF BID

Bid must be deposited in the Bid box situated at Office of the Premier, **300 Langalibalele Street, Moses Mabida Building, Ground Floor, Pietermaritzburg, 3200** or received by post to The Manager: Supply Chain Management, Private Bag X9037, Pietermaritzburg, 3200 before **11h00** on the closing date: 19 July 2021

Issued By

Office of the Premier
300 Langalibalele Street
Pietermaritzburg

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

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Bidders are to check that all pages and forms are included in the bid documentation and notify the Department immediately if any pages or sections are missing.

Preferably the Department would like to have your Bid Document in a well filed manner either bond or in a lever arch file to avoid any confusion during evaluation.

3.) Definitions.

- 3.1 **“Acceptance bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document under bid number KZNB44 P/ 2021/22.
- 3.2 **“Bid”** means a written offer in a prescribed or stipulated form in response to the invitation by the Department for the provision of goods, works or services under bid number KZNB44 P /2021/22
- 3.3 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- 3.4 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 3.5 **“Contract”** means the agreement that results from the acceptance of the bid by the Department.
- 3.6 **“Control”** means the possession by a person, of a permanent authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 3.7 **“Co-operatives”** means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations, through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
- 3.8 **“Department”** means the Office of the Premier within the KwaZulu-Natal Provincial Administration.
- 3.9 **“Disability”** means, in respect of a person, permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 3.10 **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
- 3.11 **“Historical Disadvantaged Individual (HDI)”** means a South African citizen,
- i) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act no. 200 of 1993) (“the interim Constitution”); and/or
 - ii) who is a female; and/or
 - iii) who has a disability;

Provided that a person, who obtained South African citizenship on or after the coming to effect of the interim Constitution, is deemed not to be a HDI.

- 3.12 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

- 3.13 **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 3.14 **Person”** includes reference to a juristic person.
- 3.15 **“Province”** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
- 3.16 **“Rand value”** means the total estimated value of a contract in rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 3.17 **“Small Medium and Micro Enterprises (SMME’s)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 3.18 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations of 2017.
- 3.19 **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 3.20 **“Youth”** mean all persons between the ages 18 to 35.

CHECK LIST FOR BIDDER			
4. Standard bid documentation:			
4.1 Annexure A	Standard relevant and important information	YES	NO
SDB 1	Invitation to Bid	YES	NO
SDB 2	Tax Clearance Certificate Requirements	YES	NO
SDB 3	Special Instructions and Notices to Bidders regarding the completion of Bidding Forms	YES	NO
SDB 4	Declaration of Interest	YES	NO
SDB 6.1	Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	YES	NO
SDB 6.2	Declaration Certificate for Local Production and Content	YES	NO
SDB 7	Question Replies	YES	NO
SDB 7.1	Pricing Schedule – Firm Prices (Purchases)	YES	NO
SDB 8	Declaration that Information on Provincial Supplier Database is Correct and up to date.	YES	NO
SDB 9	Certificate of Independent Bid Determination	YES	NO
SDB 10	Official Briefing Session/Site Inspection Certificate	YES	NO
SDB 11	Authority to Sign a Bid	YES	NO
SDB 12	Declaration of Bidders Past Supply Chain Management Practices.	YES	NO
4.2 Annexure B	Specification and Special Conditions of Contract	YES	NO
4.3 Annexure C	General Conditions of Contract	YES	NO
4.4 Annexure D	Schedule 1 to 8	YES	NO

**ANNEXURE A (SBD 1) PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	KZNB 44 P /2021/22	CLOSING DATE:	19/07/2021	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR APPROVAL FOR THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO PROVIDE THE EVENT MANAGEMENT SERVICE FOR THE OFFICE OF THE PREMIER FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
300 LANGALIBALELE STREET					
MOSES MABHIDA BUILDING, PIETERMARITZBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms S Myeza		CONTACT PERSON		
TELEPHONE NUMBER	033 341 4788		TELEPHONE NUMBER		
FACSIMILE NUMBER	033 394 5878		FACSIMILE NUMBER		
E-MAIL ADDRESS	sithembile.myeza@kznpremier.gov.za		E-MAIL ADDRESS	@kznpremier.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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 THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<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 REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. 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 SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SECTION C (SBD 3)

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered?
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

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**SECTION D (SBD 4)
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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, member) :
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust :
.....

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 attach proof of such authority to the bid document? **YES** **NO**

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

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

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

2.8.1 If so, furnish particulars :

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

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES** **NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members YES NO

of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:
.....
.....
.....

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

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

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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Name of bidder (Company Name)

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SECTION F (SBD 6.1)

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 R30 000 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Tenderers are required to submit of B-BBEE status level of contributor in order to qualify for preference points. Proof includes valid B-BBEE status level verification certificate issues by verification agencies accredited by SANAS and a sworn affidavit in case if tenderers who qualifies as EMEs. Bidders who do not submit the above will not qualify for preference points for B-BBEE.

1.5 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.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less.
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a sworn affidavit signed by the EME representative and attested by a commissioner of oaths or B-BBEE certificate issued by the Company and Intellectual Property Commission
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS.

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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.

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

□

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:..... ADDRESS:.....

SECTION G (SBD 6.2)

NOT APPLICABLE

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) The bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
 - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
 - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
 - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
 - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
 - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
 - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
 - 2.9. **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....
 NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder entity),
 the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SECTION I (SBD 3.1)

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

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

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

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

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

**ITEM QUANTITY..... DESCRIPTION.....
NO.....**

**BID PRICE IN RSA CURRENCY.....
** (ALL APPLICABLE TAXES INCLUDED) FOR 36 MONTHS**

AMOUNT IN WORDS.....

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - Delivery basis

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

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

SECTION J (SBD 8)

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative).....
....., WHO REPRESENTS (state name of bidder).....
.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

Central Supplier Database Registration Number:.....

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

—

SECTION K (SBD 9)

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 *per 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 (SBD 9)

I, the undersigned, in submitting the accompanying bid: **KZNB 44 P/2021/22**

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH TENDERING PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

In response to the invitation for the bid made by: **KwaZulu- Natal Office of the Premier**

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.

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

- 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.
- 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.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

=

SECTION L (SDB 10)

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved:

Bid No: KZNB 44 P/2021/2022

SERVICE: APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH TENDERING PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

THIS IS TO CERTIFY THAT (NAME).....

ON BEHALF OF.....

VISITED AND INSPECTED THE SITE ON (DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP:
(OPTIONAL)

DATE:

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

SECTION M (SBD 11)

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....,

Mr/Mrs

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company):

.....

IN HIS/HER CAPACITY AS:

.....

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY:

DATE:

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

.....

SIGNATURE.....

DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authorise to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....
SIGNATURE	SIGNATURE	SIGNATURE
.....
DATE	DATE	DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on20..... at

..... Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....
.....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:.....

NAME IN BLOCK LETTERS:.....

WITNESSES: 1.....

2

F JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....,

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on
20

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

Mr/Mrs.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

IN HIS/HER CAPACITY AS:

SIGNATURE:..... **DATE:**.....

SECTION N (SBD 8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(To be completed by Bidder.)

1. This Section must form part of all bids invited.
2. It serves as a declaration to be used by Departments 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 Department'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.**

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

ANNEXURE B.

SPECIFICATONS AND SPECIAL CONDITIONS OF CONTRACT

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 The Kwa-Zulu Natal (KZN) Office of the Premier wishes to establish a panel of suitably qualified and experienced service providers to manage and coordinate various events such as Izimbizo, conferences, investitures of traditional leaders, sod-turning ceremonies, project launches and supply and delivery of event related items on behalf of the KZN Office of the Premier.
- 1.2 Events will be held at different locations and venues with varying degrees of facilities. Events will take place at formal and informal facilities.
- 1.3 The future services to be provided will include the set-up, event logistics management and administration of the event and the dismantling of all assets/infrastructure in accordance with an event specification for that particular event, as provided by the contracting department. Services include (not exhaustive) venue set up (marquees, tables, chairs, covers), meals and catering, audio visual systems, transport, refreshments, structural compliance certification, site organisation, security of assets/infrastructure, marshals/ushers, water and sanitation provision, water disposal, back-up power, artist and programme director provision (as per Department of Arts and Culture honoraria policy) etc.
- 1.4 This bid is invited in terms of the following SCM prescripts:
 - 1.4.1 The Constitution of the Republic of South Africa, 1996 Section 217;
 - 1.4.2 The PFMA and Treasury Regulation Section 16A, promulgated in terms of the Public Finance Management Act, 1999;
 - 1.4.3 The Preferential Procurement Policy Framework Act 2000(PPPFA) and its amended PPPFA Regulations of 2017;
 - 1.4.4 Practice Notes issued by National/Provincial Treasury;
 - 1.4.5 Instruction Notes issued by National Treasury;
 - 1.4.6 National and Provincial Treasury Circular on cost-cutting measures; and
 - 1.4.7 Broad-Based Black Economic Empowerment Amended Act of 2013

2. INTRODUCTION

- 2.1 The KZN Office of the Premier hereby invites suitably qualified and experienced companies/businesses/consortia or interested parties to submit bids to undertake the management and co-ordination of events such as conferences, investitures of Traditional Leaders and Premiers, Izimbizo, sod-turning ceremonies and project launches and supply and deliver event related items.
- 2.2 General Information:

Panel members will be required to submit quotations for co-ordination and management logistics of event management services as and when required for future events of the Department. An event specific scope of work will be provided for re-packaging and issuing of purchase order purposes as per the approved price list in the contract. A competitive bidding process will be followed.

2.3 Information about the project:

2.3.1 The panel shall be in place for a period of three (3) years, with approved prices per item for each year.

2.3.2 The service providers will be required to provide, *inter alia*, the following services depending on the nature of the event convened by the KZN Office of the Premier:

2.3.2.1 Marquee and ground sheets/carpets

2.3.2.2 Tables

2.3.2.3 Chairs

2.3.2.4 PA systems

2.3.2.5 LCD screens

2.3.2.6 Portable air conditioners and Gas heaters

2.3.2.7 Décor and stage set up

2.3.2.8 Portable Toilets

2.3.2.9 Water tankers

2.3.2.10 Catering

2.3.2.11 Food transportation and storage including refrigeration

2.3.2.12 Waitrons

2.3.2.13 Ushers (including usher identification)

2.3.2.14 Professional programme directors and entertainers

2.3.2.15 Security (safety Officer)

2.3.2.16 Marshals including marshal identification

2.3.2.17 Name tags and lanyards

2.3.2.18 Translation services (sign language)

2.3.2.19 Translation services (simultaneous)

2.3.2.20 Transport (public transport vehicles and horse transportation–suitable horse transport, buses and taxis and VIP vehicles as may be required)

2.3.2.21 Signage

2.3.2.22 Speed fencing

2.3.2.23 Preparation/cleaning of site

2.3.2.24 Design and manufacture of cultural shields

2.3.2.25 Installation of lightning conductors for events as and when required

2.3.2.26 Performing Artists (refer to Arts and Culture for a policy)

2.3.2.27 Community catering

2.3.2.28 Generator

2.3.3 Whether the nature of event is corporate, sport, or cultural, the Events Manager will be expected to ensure that each event is well run and is successfully coordinated. The successful bidder/s will be expected to have an understanding of the geographical layout of each particular region.

2.3.4 In compliance with its obligations in terms of Supply Chain Management prescripts, The Office of the Premier will require the utilisation of local resources for services such as performing artists, public transportation and community catering.

3. COMPETENCY AND EXPERTISE REQUIREMENTS

3.1 The KZN Office of the Premier, requires bids from suitably qualified service providers with competencies & expertise in Events Management. Service providers are requested to submit bids as per Appendix 1 reflecting in-depth knowledge and demonstrable experience in public events management together with their bid document.

3.2 Service providers must ensure availability/access to infrastructure and demonstrate experience in events organizing and management. Verifiable references will be required to be proven.

3.3 The Bid must include the following:

3.3.2 Contact details.

3.3.3 Company profile including overview of the company's background, ownership, aims and objectives, current activities, resources, expertise and experience

3.3.4 Portfolio of evidence and details of events managed according to the category specified (include dates, types of event, value, number of delegates, venue, contact details of organization for which the events were managed). Furthermore, it must include the following under-listed elements:

3.3.4.1 An in-depth knowledge and demonstrable experience in events;

3.3.4.2 Demonstrate experience in public relations;

3.3.4.3 Availability of infrastructure at disposal;

3.3.4.4 Demonstrable experience in events organising and management;

3.3.4.5 Traceable references including letters of appointment/orders.

EVIDENCE MUST BE PROVIDED OF THE ABOVE AND MUST BE CLEARLY MARKED WITH THE AFOREMENTIONED PARAGRAPH AND SUB-PARAGRAPH NUMBERS IN YOUR BID DOCUMENT.

4. METHODOLOGY

4.1 EMERGING BUSINESSES AND ECONOMIC EMPOWERMENT

4.1.1 Successful service providers/panel members will be obliged to outsource certain event activities (services or supplies) to small businesses, to promote SMME's and LED.

4.1.2 Service providers may be required to draw labour from local community members for events held in rural areas, with a particular focus on the use of youth and women. This will be defined for each event and dependent on the nature of the event and the resources of the local community. Specific targets may be set by the client Department and the service provider shall report on the achievement of such targets to the relevant steering committee.

4.2 MANAGEMENT FEES AND CHARGE-OUT RATES

4.2.1 It will be a further requirement that service providers bidding for an event must obtain market related prices for all goods/services required as per the scope of work contained in the individual bid documents dispatched at the time that an event will be required to be arranged.

4.3 PAYMENT AND INVOICING

- 4.3.1 The service provider will only be reimbursed by the client Department upon receipt and verification of goods/services received in line with specifications and corrected invoice and close out report. The invoice shall be an original and must be itemised
- 4.3.2 Payment will be made to the Event Manager only.
- 4.3.3 The client Department requires all invoices to be submitted within 14 days after the event.
- 4.3.4 The Event Manager must ensure that all invoices are checked and reconciled prior to submission to the client Department for processing and payment.
- 4.3.5 The client Department is responsible for payment within 30days if an acceptable invoice is received, provided everything is in order.
- 4.3.6 The service provider must pay the sub-contractor 7days after receipt of payment from the client Department.

4.4 MARKET TESTING

- 4.4.1 The client Department reserves the right to ascertain the reasonableness of the prices by comparing market related prices for various goods and services which will be required in terms of these terms of reference. The prices submitted by service providers bidding for an event may be compared to the client Department's benchmarked prices. If the client Department is of the view that the prices submitted by service providers are unreasonable then the client Department will negotiate further with the bidder. Should the bidder refuse to reduce the price, the OTP may eliminate the bidder and negotiate the market related price with the next bidder in line

4.5 QUOTATIONS

- 4.5.1 Quotations will be sourced/invited from all suppliers on the panel depending on the respective categories

4.6 PROJECT MANAGEMENT SERVICES

- 4.6.1 The client Department shall establish a steering/planning committee for each event.
- 4.6.2 The service provider must undertake the project management of the event together with the steering committee to develop a project plan including time lines and event specific details which will be approved by the steering/planning committee.
- 4.6.3 The steering/planning committee shall approve all arrangements, including the conducting of a site inspection with the service provider prior to each event.

25. BRIEFING SESSION

- 25.1 Due to COVID-19 Regulations, a compulsory virtual meeting will be conducted.

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25.2 Submission of bid will be deemed to confirm that a bidder has tendered from an informed perspective.

25.3 No claims will be entertained due to a lack of knowledge of the situation in the Province.

26. FALSE DECLARATION.

26.1 All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.

26.2 Any false declaration or omission of relevant facts reported to the Office of the Premier will result in the bidder being disqualified.

27. VALIDITY OF BIDS.

Bids must hold good for a period of 120 days from the date of closing of the bid. However, circumstances may arise whereby this Department may request the bidder to extend the validity period under the same terms and conditions as originally tendered for by bidders.

28. CONTRACT PERIOD

28.1 The contract period shall remain in force for a period of thirty-six months (**36 months**) from the date of award.

28.2 The Office of the Premier reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of this contract.

29. EXTENSION OF CONTRACT

It is normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the Office of the Premier reserves the right to approach the contractor with a view to extending the contract for such period as may be agreed to.

30. PRICING

30.1 All prices must be inclusive of VAT

30.2 All prices indicated in the bid must be in a South African currency.

30.3 Bidders who are non-VAT vendors must not include VAT in the bid price, but this must be clearly indicated on the price page.

30.4 Each item/service must be priced separately

30.5 The Service Provider shall not amend his/her contract prices unless prior approval from the Office of the Premier has been obtained.

30.6 Accumulated discounts must be passed on to the Office of the Premier.

31. ORDERS

31.1 Services shall be rendered only upon receipt of a written official order from the Office of the Premier. Accounts shall be rendered as indicated on the official order or in the contract, as the case may be.

a. If orders cannot be executed within the period mutually agreed upon, the Service Provider shall inform the Office of the Premier in writing, detailing the reasons for the delay within seven (7) days.

32 CANCELLATION OF BID.

The Department reserves the right to cancel the bid.

33 COMMUNICATION

All correspondence with regard to this bid must be addressed or hand delivered to the:-

The Act Director: Supply Chain Management
Private Bag X9037
PIETERMARITZBURG
3200

ATTENTION: Ms S Myeza

All technical enquiries regarding this bid must be directed to the Office of the Premier for the attention of Ms S Myeza on **telephone number** (033) –341 4788

34 REPORTING OF IRREGULARITIES

Bidders are encouraged to advise the client departments on time of any possible Irregularities which might emerge in connection with this contract.

35 UNSATISFACTORY PERFORMANCE

36.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

36.2 Before stringent action is taken, the Office of the Premier will warn the contractor by registered mail that action will be taken in accordance with the contract unless the contractor complies with the conditions. If the contractor does not perform satisfactory despite a final warning, the Office of the Premier will institute the relevant measures for cancellation of the contract.

37 REMEDIES IN THE CASE OF INCORRECT PREFERENCES

37.2 Should a Bidder be awarded a contract on the basis of a misrepresentation or false information, the Department, in addition to instituting legal action, will :-

37.3 Recover any costs or damages which it may have suffered as a result of the inclusion in the contract, and/or

37.4 Cancel the contract and recover any loss which the Office of the Premier may have suffered as a result of having to make less favourable arrangements.

38 CESSION OF CONTRACT

Any cession of a contract will only be accepted after the relevant approval has been obtained by the Office of the Premier.

39 APPEALS PROCEDURES

All service providers advised to refer to KZN SCM Policy framework for the Appeals process and procedures. The SCM Policy framework is available on KZN Treasury website: www.kzntreasury.gov.za

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40 ACCEPTANCE OF BIDS

Office of the Premier is under no obligation to accept the lowest or any bid submitted.

41 JOINT VENTURE/ CONSORTIUM.

41.1 Any bid submitted by a Joint Venture / Consortium must be accompanied by a copy of the Joint Venture Agreement. Such agreement must specify the percentage of the bid to be undertaken by each participating entity.

41.2 Parties to the Joint Venture/ Consortium must all sign the Joint Venture Agreement and the minutes of the meeting must be submitted with the bid at the closing date.

41.3 Should the parties enter into a Joint Venture, the Joint Venture Agreement should reflect a lead partner and the following information also be furnished:

41.3.1 Bank account to be used for the purpose of this Bid or Contract.

41.3.2 Authorised representative and signatory

41.3.3 Authority letterhead, address etc.

41.3.4 Joint venture of B-BBEE Certificate

41.4 Failure to submit the joint venture agreement will result in the company being disqualified

42 COMPLETION AND SUBMISSION OF BBEE CERTIFICATE FOR PREFERENCE POINTS)

42.1 In order to qualify for preference points, bidders are to complete the attached form. Failure by the bidder to provide all relevant information required will result in the bid not being considered for the allocation of preference points. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space is left blank, it will be regarded as information that is still outstanding and the points will not be processed further.

42.2 Each party to a Joint Venture / Consortium submitting a bid must complete and submit a separate BBEE verification Certificate together with the bid before the closing date and time of the bid.

43 COMPLETENESS OF THE BID

Bidders will only be considered if the bid document is correctly completed in all respects and accompanied by all relevant certificates and other necessary and applicable information.

44 SUBMISSION OF BID.

44.1 Bids must be deposited in the "bid box" in the reception area on the Ground Floor of the office of the Premier, Moses Mabhida Building, 300 Langalibalele Street, Pietermaritzburg, 3201, on or before 11:00 am on the closing date. All bids are to be deposited in the bid box situated at the reception area. Late bids will not be accepted.

44.2 Documents submitted by Bidders will not be returned.

45 EXPENSES INCURRED IN PREPARATION OF BIDS.

The department will not be responsible for expenses or losses which the bidder may incur in the preparation of this bid.

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46. COMPUTERIZED BID DOCUMENTS.

Submission of reproduced computer printouts or fax bid documents will not be accepted

47. LATE BIDS.

- 47.1 Bids are late if they are received at the address indicated in the bid document after the closing time/date.
- 47.2 The bid box will be sealed off at 11:00 am and Bidders are therefore advised to ensure that Bids dispatched allowing enough time for any unforeseen events that may delay the delivery of bid.
- 47.3 Late bids shall not be considered

48 NOTIFICATION OF AWARD OF BID.

- 48.1 Notification of award of a bid shall be in writing to the successful bidder by a duly authorised official of the department.
- 48.2 The letter of acceptance of the bidder's offer or an official order note constitutes a legal and binding contract.
- 48.3 The publication of an intention to award will be advertised in the same media as the invitation to bid and will be subject to confirmation of no appeals or finalization of the appeals process.

49 CONTRACT AND SERVICE LEVEL AGREEMENT.

- 49.1 The successful bidder will be required to sign a contract and Service Level Agreement within 30 days of the award, with the KwaZulu-Natal: Office of the Premier.

5. EVALUATION CRITERIA

5.1 ELIGIBILITY CRITERIA

- 5.1.1 Submission of all documentation as highlighted in paragraph 3 above. Non-compliant bid documentation and incomplete bids may be disqualified.
- 5.1.2 The client Department reserves the right to contact any organization for which events have been managed to verify any references.

5.2 THE EVALUATION OF FUNCTIONALITY WILL BE DONE IN TERMS OF THE FOLLOWING CATEGORIES

- 5.2.1 The prospective service providers who qualify will be placed in five different categories within the panel.
 - **Category A** will be for service providers who are experienced in managing small events/Izimbizo being up 2000 people attending.
 - **Category B** will be for service providers who have experience in managing events of large events/Izimbizo being above 2000 people attending.
 - **Category C** will be for service providers who have experience in managing International events including exhibitions and conferences. Bidders who fail to

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register with relevant bodies before closing date will be eliminated i.e Southern African Association Conference Industry and Exhibition Association of Southern Africa.

- **Category D** will be for service providers who have experience in national events including exhibitions and conferences. Bidders who fail to register with relevant body before closing date will be eliminated i.e. Exhibition Association of Southern Africa
- **Category E** will be for service providers who will supply and deliver event related items for an event only (Refer to Appendix 2)

5.3 PANEL SELECTION

5.3.1 Should the service provider desire to serve in all categories, separate portfolios of evidence must be submitted per category with a clear indication of such. Service Providers are required to indicate in the below table the category they bidding for.

TYPES OF CATEGORIES	TICK RELEVANT CATEGORY
CATEGORY A	
CATEGORY B	
CATEGORY C	
CATEGORY D	
CATEGORY E	

NB: Failure to indicate relevant category/categories will lead to non-consideration of unidentified category/categories.

5.4 THRESHOLD FOR QUALIFICATION

5.4.1 The selection of suitable service providers will be undertaken on the following basis:

- 5.4.1.1 Price is **NOT** a consideration for the purpose of establishment of the panel. Price will be considered in the evaluation of quotations for specific events at a client Departmental level.
- 5.4.1.2 A service provider that scores less than 70% for functionality will be regarded as submitting a non-responsive proposal and will be disqualified. All service providers that score 70% and more for functionality will be placed on the respective panels.
- 5.4.1.3 The following criteria will be applied for evaluation of bids:

CATEGORIES	CRITERIA	SCORE	MEANS OF VERIFICATION
CATEGORY A	Approach and Methodology	15	Project Plan
0-2000 people	Company Profile	10	Detailed company profile
	Company experience in events management	20	Submission of orders and or testimonials from

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			institutions which can be verified
	Key Expert (Project Leader)	15	Qualification and 3years experience as an event manager
	Office in Kwa-Zulu Natal	10	Submission of a CK document
		70	
CATEGORY B			
2000 and above	Approach and Methodology	15	Project Plan
	Company Profile	10	Detailed company profile
	Company Events managed and value	10	Submission of order or testimonials from institutions which can be verified
	Financial Capacity	15	Submission of Audited Financial Statement for the last 3years
	Key Expert (Project Leader)	10	Formal qualification plus 5years experience as an event manager
	Office in Kwa-Zulu Natal	10	Submission of a CK document
CATEGORY C		70	
International	Approach and Methodology	15	Project Plan
	Company Profile	10	Detailed company profile
	Company experience in events management	15	Submission of order or testimonials from institutions which can be verified
	Financial Capacity	10	Submission of Audited Financial Statement for the last 3years
	Key Expert	5	Formal qualification plus 5years experience as an event manager
	Valid accreditation with relevant Industries	5	Proof of registration with required affiliate(SAAICA & EXSA)
	Office in Kwa-Zulu Natal	10	Submission of a CK document
CATEGORY D		70	
National	Approach and Methodology	15	Project Plan
	Company Profile	10	Detailed company profile
	Company experience in events management	15	Submission of orders or testimonials which can be verified
	Financial Capacity	10	Submission of Audited Financial Statement for the last 3years
		5	Formal qualification plus

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	Key Expert Valid accreditation with the relevant Industries	5	5years experience as an event manager Proof of registration with SAACI
	Office in Kwa-Zulu Natal	10	Submission of a CK document
		70	
CATEGORY E			
Supply and delivery of event items	Company experience in supplying event management related items	20	Submission of orders or testimonials which can be verified
	Approach and Methodology	15	Project Plan
	Financial Capacity	15	Submission of Audited Financial Statement for the last 3years
	Office in Kwa-Zulu Natal	20	Submission of a CK document
		70	

Appendix 1

SCOPE AND DEFINITION OF WORK TO BE PERFORMED WHEN ARRANGING EVENTS

1. DEPARTMENTAL EVENTS

1.1 The events manager will provide the necessary logistical requirements and project management services for events as follows:

1.1.1 For each event, develop creative concepts, turn them into project plans, and manage the implementation of these plans.

1.1.2 Expertise in sourcing and providing all venue requirements, conference co-ordination and management of micro and macro events.

The client Department will usually identify a venue for the event. However in the event that the department does not do so, the event manager will be required to identify an appropriate venue to accommodate the event taking into consideration the type of event, as well as the standing and expected number of attendees.

1.1.3 Develop comprehensive plans with activity check-lists to ensure successful hosting of an event.

1.1.4 Regular written reports before, during and after the event. These reports will include actual event activities and post event debrief and close out reports.

1.1.5 Provide a detailed breakdown of project team together with their experience, qualifications and project referees.

1.1.6 Provide detailed hosting of an event whilst also keeping costs as minimal as possible without compromising the objectives and status of the event.

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- 1.1.7 Must be able to work under pressure and deliver at short notice.
- 1.2 The Events Manager will be expected to understand and be prepared to comply with all protocols related to the client Department. The Events Manager must also understand that these events are established by the client Department and may vary in complexity, depending on the scale and frequency of the event. As such, the Events Manager will be required to perform as requested and indicated by the client Department.
- 1.3 Explicit approaches should be prepared and adopted in respect of the operational and infrastructural aspects of hosting the event. The work breakdown should be prepared according to the client Department's needs and must make provision for prioritizing work and formulating contingency plans for unexpected situations. Schedules for detailed planning, community consultation, design, construction, site making, and test events must be prepared timeously, so that the client Department can be guaranteed of delivery on time.

Have extensive experience in safety, security and disaster management compliance. The service provider must have a clear plan to address safety, security and disaster management compliance in relation to events held.

The service provider must show proven ability and experience in infrastructure build-up and management.

The service provider must develop a detailed project plan, obtain approval for the planned infrastructure from the client Department and execute and manage the build-up of Infrastructure in accordance with all safety requirements, By-laws and security standards.

2. CONTRACTUAL OBLIGATIONS

- 2.1 successful service providers/ panel participants will be obliged to outsource certain event activities (services or supplies) with an1 exception of critical services such as the main marquee to small businesses in order to promote SMME`s and BBEE service providers, companies owned by disabled persons, military veterans, women, youth or co-operatives within a particular district where the event is hosted.

3 PREPARATION FOR AN EVENT

3.1 Audio Visual Equipment

The service provider must show proven experience in providing audio visual equipment and services. The service provider must develop a comprehensive audio visual plan for all areas and for the planned entertainment for the event. An appropriate sound system must be provided for the organizers and speakers to address the gathering clearly and audibly. Should any visual equipment such as projectors or monitors (e.g. plasma screens) be required, these must also be made available by the service provider. An appropriate stage and sound system must be provided in terms of the technical requirements of artiste/s.

3.2 DUE CARE AND DILIGENCE

The Events Manager must exercise care and diligence in the performance of its duties as contemplated in this contract, and will be liable to KZN Provincial Treasury in the event of failure to exercise such due care and diligence. The failure to exercise due care and diligence in the execution of its duties may result in the cancellation on the contract.

3.3 CATERING FOR VVIP'S AND VIP'S

NB: It may be a requirement that meals be served in bowls per waiters for VVIP and VIP tables. Under no circumstances must persons in the VIP marquee, queue for meals.

The service provider must:

- Show proven experience in providing high quality catering as well as the sourcing and managing of other caterers.
- Have the ability to deliver within a short turn-around time as well as under considerable pressure.
- Show the ability to be creative in food display and menu.
- Develop a comprehensive catering plan that considers the catering requirements of VVIP's and VIP's.
- The catering plan must include arrival refreshments, morning tea and afternoon tea for VVIP's and VIP's as well as lunches / dinners as may be necessary. This plan should also consider any special dietary requirements.
- Ensure that sufficient personnel are available to service all tables i.e. a minimum of one (1) person per table of ten (10) will be required.
- Ensure that consultation is made with the Department for VVIP'S and VIPs to be identified by means of lanyards, coloured stickers, arm bands etc.
- Depending on the requirements of each event, a variety of Traditional, Western, Vegetarian and Halaal foods and deserts will have to be provided by the service provider.
- Provide a minimum of three (3) draft menus for selection, as early as possible prior to the function for (African/Western/Halaal/Vegetarian meals).

Catering for other Attendees

- The service provider must show proven experience in managing community caterers and providing lunches to other attendees. These attendees usually comprise a large number of members of the community.
- Lunch provision for other attendees must be discussed with the liaison officer of the client Department.
- The service provider will develop a plan for the provision of lunches for other attendees.
- Depending on the requirements on each event, a variety of Traditional, Western, Vegetarian and Halaal foods will have to be provided by the service provider.

3.4 COMMUNICATION

The client Department will always provide or nominate a person(s) (DLO) who is/are fully conversant with all the facets of such events who will be in direct contact with the Events Manager for the purposes of the event. The Events Manager shall ensure that there is one designated person to manage the event, who will be available on a 24 hour basis. The details of such person shall be communicated to the liaison officer prior to the event. The manager must also be clearly identifiable at the event.

3.5 ENTERTAINMENT

Where required the Events Manager shall secure an appropriate professional and non-professional artist(s) to provide entertainment to the audience. Selected artists performing must be negotiated between the Events Manager and the client Department. An appropriate stage and sound system must be provided in terms of technical requirements of artist/s. The service provider must show proven experience in sourcing and managing entertainment providers.

3.6 FACILITIES

The service provider must ensure that necessary facilities such as power needs (generators and dedicated lines; amperage for special equipment, protection from weather, heat or air

conditioning, lighting and sound systems, backup and contingency plans), water (drinking, food and beverage preparations) and sanitation (sewerage, toilet requirements and refuse removal) are provided or available.

3.7 LAYOUT, LANDSCAPING, DÉCOR AND LIGHTING

The Service Provider must:

- Show proven ability in being creative in colour coordination, décor, landscaping, lighting and draping arrangements.
- Create plans for the layout for each area within the venue by using the colours of the client Department and obtain the approval of the client Department for the plan.
- Develop a concept for the use of flowers, plants and other decorative items to enhance the aesthetic portrayal of the venue in accordance with the status and objectives of each event.
- Provide adequate and appropriate lighting for all areas as well as per the technical requirements of the performing artistes.

3.8 CO-ORDINATION OF LOGISTICS

The Events Manager shall include set-up and the dismantling of all assets, etc. This must also include ensuring that the venue is clean and litter free after conclusion of the event. The site/venue must be inspected prior to the event on a day agreed upon between the Events Manager and the Department.

The service provider must ensure that the required drop-off/pick-up and staging areas for busses are provided for.

3.9 MARQUEES/SCAFFOLDING

The Events Manager must ensure that when erecting marquees/scaffolding, the necessary certificate/s is/are obtained from suppliers and in compliance with the Disaster Management Act, No 57 of 2002. A detailed specification, including dimensions, of the seater tent will be provided by the Department.

Main marquee:

- The service provider must develop a seating concept and plan for the main marquee distinguishing between VVIP/VIP and other guests, taking into consideration a main table required for VVIP guests and separated seating for VIP guests.
- The service provider(s) may be expected to provide white plastic chairs without covers for the all guests except for the VVIP/VIP guest. Covered chairs must be provided for the VVIP/VIP guests.
- Where necessary marshals and ushers must be provided.
- A separate entrance to the main marquee for VVIP/VIP guests must be provided.
- Reasonable air-circulation must be provided for.
- Discomfort levels should be kept to a minimum.

VVIP/VIP marquee:

- The service provider(s) must provide tables and chairs with back covers, executive chairs for VVIP/VIPs at main table including catering utensils (knives, forks, spoons, plates, glasses etc.). The floor of the marquee may be covered with a ground sheet in a colour to be decided by the client Department. This marquee may be used for the purpose of serving meals to all dignitaries. The marquee may be divided in order to serve refreshments on arrival of dignitaries as well as a holding area. The service provider is expected to provide a dedicated entrance into the main marquee for VVIP'S/ VIP's.

- At the main table floral decorations must be arranged.
- All tables must have table cloths and overlays.
- The service provider(s) must provide waiters to serve the dignitaries. In this regard, a minimum of 1 waiter must be allocated for every table of 10 VVIP's/VIP's.
- Where necessary marshals and ushers must be provided.

Information marquee:

The service provider may also be required to provide a marquee that will serve as an information centre for Government related issues. Marquees of this nature must, where possible, be located at least 20 metres from the main marquee.

3.10 MEDIA AND COMMUNICATION

Where required, a table and chairs must be provided for members of the media. A public address system (PA) with adequate wattage and microphones. The service provider must provide a technician to set up and operate the system, must be provided. The Events Manager must ensure that the PA system is tested prior to the event. A power generator/backup must be provided.

3.11 OBLIGATIONS OF THE SERVICE PROVIDER

The Service Provider must abide by all State policies, standards and procedures applicable to events management, including but not limited to:

- Hygiene Regulations R918 as published in the Government Gazette;
- Food Based Dietary Guidelines;
- Compliance with the Occupational Health and Safety Act; and
- Relevant municipal by-laws and prescripts.

Indemnity

The service provider(s) shall indemnify and hold the client Department harmless against any claims of any nature arising out of the willful or negligent acts or omissions of the service provider(s), or any person acting for and on behalf of the agent (events manager). The service provider(s) warrants that it carries sufficient insurance to cover any such claims, of any nature arising out of such willful or negligent acts or omissions.

Liability

- The service provider(s) must ensure that the designated person(s) is/are fully equipped to deal with any emergency, medical or security problems that may occur during the event.
- The service provider absolves the client Department of all liability with regard to the tasks to be performed by the events manager and his/her contracted suppliers, including the performance of their human resource component.
- The client Department shall not be held liable for any other consideration except the contract price agreed to between the client Department and the service provider (events manager).

Access to Information

- The service provider must make available to the client Department all invoices and supporting documentation from sub – contractors together with their monthly fee note.
- The service provider must allow access to all records and information pertaining to the event for auditing by the client Department.

3.12 PROJECT MANAGEMENT

APPOINTMENT OF SERVICE PROVIDERS FOR THE ESTABLISHMENT OF PANEL OF EVENTS MANAGEMENT COORDINATORS FOR THE PERIOD OF THREE (3) YEARS THROUGH OPEN TENDER PROCESS FOR THE KWAZULU-NATAL OFFICE OF THE PREMIER.

- The service provider shall appoint one senior staff member who has extensive project management experience to take full charge of all the logistical requirements of the event as well as to project manage the event from its commencement to finish.
- The designated staff member will be accountable for all logistical requirements pertaining to the event.
- The designated staff member must be dedicated to the event and must be available continuously until project close out.
- The designated staff member is responsible for providing all reports, attending meetings with the client Department, ensuring that the required arrangements progress according to plans, manage the costs to ensure that the event remains within budget and provide regular cost and expenditure reports to the client Department.
- The project manager will report to the liaison officer of the client Department in relation to the project in accordance with agreed terms to be documented in the Service Level Agreement.

3.13 REFRESHMENTS

The Events Manager must ensure that a detailed menu is discussed with the liaison officer for refreshments to be served to VIP guests on arrival.

3.14 REFRIGERATION FACILITIES (TRUCK/TRAILER):

Where required the Events Manager shall ensure that there are suitable refrigeration facilities available for keeping items cool.

3.15 SEATING

Main marquee: The Events Manager may be expected to provide white plastic chairs without covers.

VIP marquee: The Events Manager must provide tables and chairs with back covers and executive chairs for VIPs at main table including eating utensils (knives, forks, spoons, plates, glasses etc.). At the main table floral decorations must be arranged. All tables must have table cloths. The Events Manager must provide persons to serve the dignitaries and where necessary, marshals and ushers must be provided.

Information desk marquee: The Events Manager may provide tables covered with table cloths and white plastic chairs.

Holding Marquee: The Managing Agent/s may be expected to provide holding room/marquee to accommodate 20 VIP's. Must also provide tables and chairs with back covers and tables must have table marquee will be utilized by the VIP dignitaries as the holding area.

3.16 SECURITY:

The Events Manager to provide logistics as per the determination of the Security Manager of the client Department.

The client Department will ensure that the SAPS/VIP Protection Security Officials are available to ensure minimum risk to all attending the event.

The Events Manager must arrange adequate security for assets at the venue from the day of set up until after the function and redeployment of the assets.

3.17 SITE:

The Events Manager must provide the client Department with a site plan as soon as possible prior to the function and must be available for the site to be inspected by the client Department liaison officer prior to the function on the day agreed between the client Department and the Managing Agent/s. A certificate of compliance must be provided by the Agent/s indicating that all structural installations are compliant with minimum industry requirements. Such certificate must be furnished to the client Department liaison Officer as soon as possible prior to the event.

3.18 STAGE

The Events Manager must consult with the liaison officer regarding a stage and podium for dignitaries. The tables on the stage must be covered with linen table cloths and overlays. Decorations for the stage may be required depending on the client Department; that is, flowers/plants etc. Bottled water and juices of different flavors for dignitaries placed on the main stage table and on a table in close proximity thereto may be required. This may include a sufficient number of glass jugs/carafes and drinking glasses.

The client Department may request another stage to the left/right of the main stage depending on the site plan or layout. Chairs with covers and sufficient beverages may be requested. Provision must be made for cooler boxes with ice for storage or refreshments behind the stage. The Events Manager must ensure provision of a mobile stage for client Department where areas do not have necessary infrastructure. The Events Manager must provide a back-up generator for special circumstances.

3.19 TOILETS

Where required flushable portable toilets for the community and VIPs must be provided separately and must be placed in close proximity of each tent. There shall be separate toilets for male, female and for physically challenged guests.

Single ply toilet paper of good quality must be provided by the service provider(s) and ensure replenishment when required. Toilets are to be kept hygienically clean at all times.

3.20 TRANSPORT AND RELATED MATTERS

Community: -The Events Manager will be required to organize and hire buses or any other suitable means of transport, to ferry community members to and from the venue. As a requirement, an inspection certificate from the transporter confirming safety standards must be provided to the liaison officer. A locally based contractor must by all means be utilized.

The number of people to be ferried and the radius of kilometers to be traveled must be discussed with the client Department. It must be noted that no buses will leave until such time that the client Department liaison officials have signaled for them to leave. The Events Manager must designate a parking area for all buses. A copy of the list of participant's names should be given to the driver of the bus/vehicle and an original list kept by the Events Manager. The Events Manager is to ensure that officials on the list are present before the bus/s leave a venue (both for departure and return) and these officials are catered for where necessary. The Events Manager must liaise with client Department on the nominated and agreed transport route to be utilized. This route must be made available to all relevant stakeholders.

Foodstuff: -

- All foodstuff is to be transported in a hygienic manner and where appropriate in a refrigerated truck/trailer.
Lunch provision to the community: to be discussed with the liaison officer of the Department, but standard provision normally is as follows: viz

2 Rolls
2 Chicken pieces (Drumsticks)
250ml 100 % juice
1 fruit of the season

The food is to be served in an environment friendly disposable container, and the caterer/s should be briefed regarding the expected arrival. The Managing Agent/s to ensure that the correct quantity food packs is delivered and it is according to specification. The list of service providers/caterers will be provided by the client Department to the Managing Agent/s.

- All meals are to be prepared within 10 kms from the site where meals are to be served.
- Should, on occasion, the serving of the meal take place at a later time than the specified time, the Events Manager must ensure that there are suitable facilities to ensure that all food is kept warm until such time that it is required to be served
- The Events Manager must ensure that adequate arrangements are made in respect of water required for cooking purposes. The client Department will ensure that a water tanker is available for drinking purposes for the general public attending the function.

3.21 WASTE DISPOSAL

Where required, flushable portable toilets for the community and VIPs must be provided separately and must be placed in close proximity of each tent. There shall be separate toilets for male, female and for handicapped guests. Single ply toilet paper of good quality must be provided by the Events Manager and ensure replenishment when required.

3.22 WEATHER CONDITIONS

The service provider may be expected to provide items such as umbrellas / gazebos, air conditioner/s, including heaters, to the VIP's / VIP marquee during unfavourable weather conditions.

3.23 SPEED FENCING

The Managing/Events will be required to provide speed fencing for security purposes during the department event or function.

3.24 TRANSLATION SERVICES (SIMULTANEOUS)

The Managing Agent/s may be required to provide services of the translator depending on the nature and purpose of the event.

3.25 PREPARATION AND PRINTING OF INVITES, PROGRAMMES ETC

The Managing Agent/s in consultation with the client Department may be required to prepare and print invitations and programmes etc.

3.26 TRANSLATION SERVICES

The Managing Agent/s may be required to provide services of the translator depending on the nature and purpose of the event.

3.27 SIGNAGE

The Managing Agent/s may be required to design and produce signage

3.28 BANNERS

The Managing Agent/s in consultation with the client Department may be required to design and print departmental banners depending on the specific requirement for that particular event

4. CHECKLIST FOR THE EVENT

- 4.1 A properly drawn up operational plan should be developed by the Events Manager in conjunction with the Department to include the following;
- 4.2 **ACCESSIBILITY AND FLOW**
Number and arrangement of entrances, exits and access control;
Directional signage;
Parking;
Special needs (wheelchair access);
Crowd-control devices (barricades, signs);
Fire regulation, capacity (persons, vehicles, etc)
On-site vehicles for staff and identification thereof.
- 4.3 **ACCREDITATION**
For media, VIPs, staff and officials (police, fire etc)
Types: badges; tickets; uniforms; wrist bands
- 4.4 **ACTIVITY REQUIREMENTS, SETTING TYPES**
Stages and assembly, dressing rooms, special technicians, seating arrangements, viewing quality, etc.
Procession parade marshals; and crowd control
Decorations and designs;
Permission and special provision for fireworks, loud music and balloon releases.
- 4.3 **CANCELLATION OR VENUE CHANGE PROCEDURES**
Weather forecasting and monitoring
Methods of instant communicating any changes (e.g. loudspeaker system; signs);
Policy and procedures for reissuing tickets, rain checks, etc.
- 4.6 **HOSPITALITY**
VIP, sponsors, officials and performers' facilities;
Separation of different activities;
Special viewing requirements;
Special transport to, from and on site;
Protocol for VIPs;
Food, beverage, and gifts.
- 4.4 **INFRASTRUCTURE**
Power needs (generators and dedicated lines, amperage for special equipment, protection from the elements, heating or air conditioning, lighting and sound systems, backup and contingency plans)
Water for drinking, food and beverage preparations
Sewerage, and ablution requirements
- 4.8 **SAFETY, SECURITY, COMFORT AND HEALTH**
First aid, lost children, and lost and found facilities.
Emergency response, accessibility and evacuation procedures.
Shelters from the elements
Police or security presence
Waste disposal and recycling
Safe storage facilities

Appendix 2

TABLE INDICATING WHETHER ITEMS ARE OWNED OR HIRED BY SERVICE PROVIDER AND WHICH SERVICES ARE RENDERED DIRECTLY BY THE BIDDER OR OUT-SOURCED

Kindly tick (✓) relevant column.

Description of items/service	Owned	Hired/outsourced
Marquee and ground sheets/carpets	1.	
Tables	2.	
Chairs	3.	
PA systems	4.	
Sound systems including commissioning	5.	
LCD screen	6.	
Photography, projection and video recording service	7.	
Labour saving devices (laptops, fax, printing, copy)	8.	
Portable air conditioners and Gas heater	9.	
Décor and stage set up	10.	
Portable Toilets	11.	
Water tankers	12.	
Catering: VIP	13.	
Catering: Community	14.	
Food transportation and storage including refrigeration	15.	
Beasts – supply of live beasts	16.	
Waitrons	17.	
Ushering	18.	
Entertainers	19.	
Security (safety officer)	20.	
Marshals including marshal/usher identification	21.	
Name tags and lanyards	22.	
T-shirts	23.	
Translation services (simultaneous)	24.	
Preparation and printing of invites, programmes etc	25.	
Arrangements for accommodation	26.	
Secretarial/administrative support including registration, minute taking, report writing and recording of resolutions and preparation of pre-conference documentation	27.	
Registration of delegates	28.	
Management of steering committees	29.	
Transport (public transport vehicles - buses and taxis and VIP vehicles as may be required)	30.	
Parking arrangements	31.	
Plaque engraving services	32.	
Signage	33.	
Banners – design, print and erection	34.	
Preparation of delegate packs	35.	
Speed fencing including erection and dismantling	36.	
Preparation/cleaning of site	37.	
Live feed (Large screen projection)	38.	
Design and manufacture of cultural shields	39.	
Installation of lightning conductors for events as and when required	40.	

In terms of the Terms of Reference (Annexure B) the bidder must furnish the following details of all current contracts.

- I. Date of commencement of contract/s;
- II. Expiry date/s;
- III. Value per contract, and
- IV. Contract details. That is, with whom held, phone number and address/s of the company.

Date of commencement	Expiry Date	Value of Contract	Contract Details

- 51 The evaluation criteria will consist of the following steps:
 - 51.1 **Step 1:** Bids Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to N. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

Criteria	Yes	No	Remarks
Cover page- the cover page must be filled in			
Section A (SBD 1) - Invitation to Bid. Fill in the name of			

Entity and ZNT No. in case of J/V / Consortium list all parties to the J/V and each member's ZNT No.			
Section B- tax clearance. Read and comply			
Section C- Special instructions and notices to Bidders regarding the completion of bidding forms.			
Section D – - Declaration of interest			
Section E- The National Industrial Participation Programme			
Section F – Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017			
Section G- Declaration Certificate for local Production and Content			
Section H – Question Replies			
Section I – Pricing Schedule-Firm Prices (Purchases)			
Section I(B) – Pricing Schedule- Non-Firm Prices (Purchases)			
Section J- Declaration that information on Provincial Supplier Database is correct and up to date			
Section K – Certificate of Independent Bid Determination			
Section L – Official Briefing Session/Site Inspection Certificate			
Section M – Authority to Sign a Bid			
Section N – Declaration of Bidders Past Supply Chain Management Practices			

NB: Each party to the J/V or Consortium must individually compile Sections SBD 4, SBD 6.1 and SBD 11.

52.2 Step 2: Check and verify compliance with the submission of schedules 1 to 8. The Non-submission of the latter schedules contained in the bid document or to be completed and submitted, as well as incomplete and inaccurate schedules will render the bid invalid.

Criteria	Yes	No	Remarks
Schedule 1 – Attach SARS tax verification Pin number and CSD tax compliance proof.			
Schedule 2 - Certified copies of CIPC registration document.			
Schedule 3- Declaration of interest (SDB4) to be completed and signed			
Schedule 4 – original B-BBEE certificate, or original certified copy of a valid B-BBEE certificate or original affidavit for purposes of confirmation of the bidder being a level 1 bee and for the purpose of calculating preference points			
Schedule 5 – Authority to sign			
Schedule 6 – Bid entity profile			
Schedule 7- References of experience in the related field and customer details must be included			
Schedule 8- Certificate of Compliance			

NOTE: The Office of the Premier reserves the right to invite bidders who passed pre-qualification criteria and who are administratively responsive to make presentations.

52.4 Step 4: Application of the 80/20 preference point system.

29.4.1 80 points will be allocated for price and 20 points will be allocated for Social/Empowerments Goals.

52.4.2 Points are indicated against each goal as follows:

FACTORS	POINTS
PRICE POINTS	80
PREFERENCE POINTS FOR B-BBEE	20
TOTAL	100

52.4.3 Step 5: Final evaluation and award of bid.

52.4.4 Step 6: Publication of intention to award.

52.4.5 Step 7: Appeal process.

52.4.6 Step 8: Confirmation of award

52.4.7 Step 9: Issue of Purchase order

52.4.8 Step 10: Contract and service level agreement by and between the Department and the successful bidder.

52.4.9 Step 11: Implementation and Monitoring of the Contract

ANNEXURE C: GENERAL CONDITIONS OF CONTRACT

DEFINITIONS: The following terms shall be interpreted as indicated:

- (a) "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- (b) "Contract" means the written agreement entered into between the Province and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (c) "Contract price" means the price payable to the Contractor under the contract for the full and proper performance of his contractual obligations.
- (d) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- (e) "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- (f) "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 recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- (g) "Day" means calendar day.
- (h) "Delivery" means delivery in compliance with the conditions of the contract or order.
- (i) "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- (j) "Delivery into consignees store or to his site" means delivery and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Contractor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- (k) "Dumping" occurs when a private enterprise abroad market its goods and services 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.
- (l) "Force majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such event

may include, but is not restricted to, acts of the Province in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- (m) “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.
- (n) “GCC” means the General Conditions of Contract.
- (o) “Goods” means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- (p) “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 Contractor 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 supplies covered by the bid will be manufactured.
- (q) “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- (r) “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- (s) “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- (t) “Project site” where applicable, means the place indicated in bidding documents.
- (u) “Province” means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
- (v) “Republic” means the Republic of South Africa.
- (w) “SCC” means the Special Conditions of Contract.
- (x) “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 Contractor covered under the contract.

- (y) "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

1. CESSION OF CONTRACTS

1.1 The Contract is personal to the Contractor who shall not sub-let, assign, cede or make over the Contract or any part thereof, or any share of interest therein, to any other person without the written consent of the Province, and on such conditions as it may approve.

1.2 This sub-clause shall not apply to sub-contracts given to regular suppliers of the Contractor for materials and minor components relating to the goods or services supplied. The Province reserves the right to require the Contractor to submit, for noting, the names of such sub-contractors in order to ascertain their registration on the Provincial Suppliers Database and they must be legal entities.

2. DISCREPANCIES

Should there appear to be any discrepancies, ambiguities or want of agreement in description, dimensions, qualities or quantities in the Contract, the Contractor shall be obliged to refer the matter to the Provinces' Representative for a decision, before proceeding to execute the Contract or part thereof in respect of which the said discrepancies, ambiguities or want of agreement appear to exist.

3. QUALITY AND GUARANTEE

3.1 All Goods supplied shall be equal in all respects to samples, patterns or specifications where such are provided. Any changes to quality or brands will have to be approved by the Province, as this is a change to the conditions of the contract.

3.2 Should the Province, after the award of the Contract and/or during the manufacture of the goods specified, decide on a variation or alteration to the specification, either at the suggestion of the Contractor or otherwise, which will be to the Province's advantage, such variation or alteration shall be performed to the Province's satisfaction. Any variation in the Contract Price arising there from shall be subject to agreement between the Province and the Contractor.

3.3 The Contractor shall not be relieved of his obligations with respect to the sufficiency of the materials and workmanship and the quality of the Goods supplied by the reason of no objection having been taken thereto by the Province's Representative at the time the Goods were delivered.

3.4 The Contractor 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 Contractor 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 Contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of the final destination.

- 3.5 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 the Special Conditions of Contract.
- 3.6 The Province shall promptly notify the Contractor in writing of any claims arising under this warranty. The Contractor shall immediately remedy the said defect free of cost to the Province. Should the Contractor delay remedial work in excess of time stipulated by the Province's representative, the Province may have such remedial work executed at the Contractor's expense. Should the Province decide that the defect is such that it cannot be remedied, the Goods may be rejected. Such rejected goods shall be held at the risk and expense of the Contractor and shall, on request of the Province, be removed by him immediately on receipt of notification of rejection. The Contractor shall be responsible for any loss the Province may sustain by reason of such action as the Province may take, in terms of this clause.
- 3.7 The risk in respect of the Goods purchased by the Province under the contract shall remain with the Contractor until such goods have been delivered to the Province.
- 3.8 The principle feature of the Goods and Work are described in the Goods or Services Information, but the Goods or Services Information does not purport to indicate every detail of construction, fabrication or arrangements of Goods and Works necessary to meet the requirements. Omission from the Goods or Services information of reference to any part or parts shall not relieve the Contractor of his responsibility for carrying out the Work as required under the Contract.
- 3.9 If any dispute arises between the Province and the Contractor in connection with the quality and guarantee of the Goods, either party may give the other notice in writing of the existence of such dispute, and the same shall thereupon be referred to arbitration in South Africa by a person mutually agreed upon by both parties. The submission shall be deemed to be a submission to arbitration within the meaning of the terms of the arbitration laws in force in the Republic of South Africa.

4. FAILURE TO COMPLY WITH CONDITIONS AND DELAYED EXECUTION

- 4.1 If a bidder amends or withdraws his/her/their bid after the closing time but before the bidder is notified that his/her/their bid has been accepted, or when notified that his/her/their bid has been accepted, he/she/they fail/fails, within the period stipulated in the conditions of bid or such extended period as the Province may allow, to sign a contract or to provide security when requested to do so, he/she/they shall, unless the Province decides otherwise, and without prejudice to any other right which the Province may have under paragraphs 4.2 and 4.4, including the right to claim damages if a less favourable bid is accepted or less favourable arrangements are to be made, forfeit any deposit which may have been made with the bid.
- 4.2 Should the contractor fail to comply with any of the conditions of the contract, the Province shall be entitled, without prejudice to any of its other rights, to cancel the contract.

- 4.3 Upon any delay beyond the contract period in the case of a supplies contract, the Province shall, without cancelling the contract, be entitled forthwith 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 supplies delivered later at the contractor's expense and risk, or forthwith to cancel the contract and buy such supplies as may be required to complete the contract, and without prejudice to its rights, be entitled to claim damages from the contractor.
- 4.4 Upon any delay beyond the contract period in the case of a service contract, the Province shall, without prejudice to any other right and without cancelling the contract, be entitled forthwith to arrange the execution of the service not rendered in conformity with the contract or to cancel the contract, and without prejudice to its other rights, be entitled to claim damages from the contractor.
- 4.5 In the event of the Province availing itself of the remedies provided for in paragraph 4.2.
- 4.5.1 the contractor shall bear any adverse difference in price of the said supplies services and these amounts plus any other damages which may be suffered by the Province, shall be paid by the contractor to the Province immediately on demand, or the Province may deduct such amounts from moneys (if any) otherwise payable to the contractor in respect of supplies or services rendered or to be rendered under the contract or under any other contract or any other amounts due to the contractor.
- 4.5.2 if the Contractor fails to supply the goods or render the service within the period stipulated in the contract, the Province shall have the right, in its sole discretion, to claim any damages or loss suffered.
- 4.6 No damages shall be claimed in respect of any period of delay which the contractor can prove to be directly due to a state of war, sanctions, strikes, lockouts, damage to machinery as a result of accidents, fire, flood or tempest or act of God, which could not be foreseen or overcome by the contractor, or to any act or omission on the part of persons acting in any capacity on behalf of the Province.
- 4.7 If the delivery of the supplies or the rendering of the service is likely to be delayed or is in fact being delayed on account of any of the reasons mentioned in paragraph 4.6, full particulars of the circumstances shall be reported forthwith in writing to the Province and at the same time the contractor shall indicate the extension of the delivery period which is desired.

5. PATENTS

- 5.1 The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trademarks or other protected rights, and hereby indemnifies the Province against any claims arising there from.

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

6. PACKAGING, MARKING AND DELIVERY

6.1 All goods shall be crated, packed or battened securely in such a manner as to prevent damage during loading, transport and off-loading. Unless otherwise specified, packing cases and packing materials are included in the Contract Price, and shall be and remain the property of the Province.

6.2 All goods shall be clearly marked in the manner stated in the Goods or Services Information.

6.3 Goods shall be delivered to the address within the Province's area of jurisdiction as set out in the Special Conditions of Contract or Goods and Services Information.

6.4 Goods shall be delivered on Weekdays between 08:00 and 16:00, free of all charges, only when ordered upon an official letter or form of order issued by the Province. No goods will be received on Saturdays, Sundays and public holidays. This paragraph (6.4) is applicable only when not excluded in the Special Conditions of Contract.

6.5 Goods delivered shall in all cases be accompanied by delivery notes in duplicate, one which will be retained by the Province. The Contractor shall be responsible for the safe delivery as to the quality, quantity and condition of the goods.

6.6 Delivery, unless otherwise provided for in the Special Conditions of Contract, shall be affected within seven (7) days from receipt of the order. The Contractor shall advise the Province upon receipt of an order in writing of any anticipated delays, citing reasons therefore and put forward a new anticipated delivery date. The Province may then extend the delivery date, if and as it deems fit.

6.7 Should the Contractor fail to supply the material within the time stated in his bid, or within the extended time allowed to him in terms of clause 6.6 hereof, the Province reserves the right (after giving the Contractor seven days notice in writing) to cancel the contract and purchase the materials elsewhere and the bidder shall refund to the Province any extra cost incurred over and above the contract price. No liability shall, however, be attached to the Contractor if delivery of materials is rendered impossible or delayed by reason of circumstances beyond the Contractor's control.

6.8 If the Contractor cannot produce proof satisfactory to the Province that the delay was due to circumstances beyond his control, no price increase after the due date will be recognized.

6.9 If at any time the Province ascertains that, due to negligence of the Contractor or for reasons beyond his control:

- 6.9.1 No work on the order has been commenced and in the opinion of the Province, there is little or no prospect of work being commenced in reasonable time;
- 6.9.2 Delivery of any materials is being or is likely to be delayed beyond the delivery date promised, and/or
- 6.9.3 There is little or no prospect of the order being completed within a reasonable time after the promised date; the Province may, by notice to the Contractor in writing, cancel as from the future date specified in such notice, the whole or any part of the order in respect of which material has not been delivered by that date without incurring any liability by reasons of such cancellation. The cases where circumstances beyond the control of the Contractor have delayed commencement or completion of the order, cancellation of the order will be effected by mutual arrangement or where this is not possible by the decision of the Province. The Contractor shall then as soon as possible after such date deliver to the Province that part of the order which has been completed, and payment is to be effected is for the part performance on a proportional basis, subject to the uncompleted part not being an integral or essential part of the contract.
- 6.10 Should a price other than an all-inclusive price be required, this shall be specified in the SCC.

7. CONSIGNMENT OF GOODS

- 7.1 Goods, if delivered by Spoornet may be consigned carriage paid in the Contractor's name, care of the Province to the place of delivery stipulated, but not in the name of the State. Goods consigned to stores located in areas which Spoornet may refuse to deliver, must be done so care of a local agent or to a local depot from which they may be re-delivered by road to such stores.
- 7.2 Contractors shall arrange with Spoornet to deliver goods to the Province's stores during the hours and on the days that the stores are open.
- 7.3 The Province will not be responsible for any damage, re-delivery charges or any other charges raised by Spoornet.
- 7.4 Claims on the South African Transport Services or on any other carrier in respect of weight, quantity, damage or loss, shall be made by the Contractor.

8. PAYMENT

- 8.1 The Contractor shall furnish the Province with an invoice accompanied by a copy of the delivery note upon fulfilment of other obligations stipulated in the contract.
- 8.2 Payments shall be made promptly by the Province, but in no case later than thirty days (30) days after submission of an invoice or claim by the Contractor.
- 8.3 Payments will be made in Rand unless otherwise stipulated.

- 8.4 Payments for goods are made by the Province only. Any disputes regarding late or delayed payments must be taken up with the department and if a problem persists, the Supply Chain Management Office can be requested to investigate the delays.

9. INVOICES

All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.

10. CONTRACT PRICE ADJUSTMENT

- 10.1 Firm contract prices shall not be subject to adjustment. Contract prices which are not firm shall be increased or reduced by the amount of variation between the Cost to Bidder and the actual cost to the Contractor, such variations to be subject to the following conditions:-

10.1.1 Where the Cost to Bidder was based on a printed catalogue or list price, the variation shall be the difference between that price list and the price list actually charged. Should it transpire that the Cost to Bidder was not based on the latest available price list at the Date of Bid, the Province shall have the right to elect the price list on which any variation shall be based.

10.1.2 Where the Cost to Bidder was based on a quotation by the manufacturer, or where the Contractor is the manufacturer, and the Contract Price was based on the cost of materials and labour ruling at a certain date, the variation in the Contract Price shall be calculated by means of the Steel and Engineering Industries Federation of South Africa (SEIFSA) formula if this is stipulated in the Contract, or if the Province's representative considers it to be appropriate. Where the use of the SEIFSA formula is not appropriate, the variation shall be calculated by means of another formula acceptable to the Province, which shall be indicated in the Special Conditions of Contract. Only those cost increases due to wage increases prescribed by regulating measures having the force of law, or increases in the cost of materials and railage as may be proven by documentary evidence, or published data, will be considered in determining Contract Price variation.

10.1.3 Any difference between Rates and Charges ruling at the time of bid and those actually paid by the Contractor will be for the account of the Province. The Contract Price adjustment arising from any variation in Rates and Charges shall, in every instance, be applied to the appropriate value, or tonnage, of the Goods shipped. Where a variation in the Cost to bidder has been allowed, the contract price shall be adjusted by the product of such variation and every component of Rates and Charges which is based on the value of the Goods, whether or not the costs of such components have varied.

10.1.4 No claim for increased costs will be entertained if the Contractor is unable to produce documentation to substantiate Cost to Bidder and Rates and

Charges on which the contract price was based and documentation to support his claim. Such documentation must, in the opinion of the Province, adequately support the Contractor's claim. No claim for increased costs to the Contractor arising from negligence on his part, or that of the manufacturer, will be considered.

- 10.1.5 The Contractor shall, in respect of every consignment or shipment of Goods delivered, supply to the Province's Representative documentary evidence of variation, if any, in Cost to Bidder and Rates and Charges.
- 10.1.6 Claims for increased cost shall be submitted with the invoice for the Goods in respect of which the claim is made, or as soon thereafter as possible. Claims shall not be considered if received more than 90 days after the expiry of the Contract unless notice of intention to claim has been given to the Province before such date.
- 10.1.7 In the event of there being no claim by the Contractor for increased costs, the Contractor shall not be entitled to full payment under the Contract before he has submitted to the Province, in his own name or in the name of the manufacturer, a certificate declaring that there have been no adjustments in the cost of manufacture which entitle the Employer to a reduction in the Contract Price as provided for in this clause.

11. REMEDIES IN THE CASE OF DEATH, SEQUESTRATION, LIQUIDATION OR JUDICIAL MANAGEMENT

- 11.1 In the event of the death of a contractor or the provisional or final sequestration of his/her/their estate or of his/her/their cession or transfer of a contract without the approval of the Province or of the surrender of his/her/their estate or of his/her/their reaching a compromise with his/her/their creditors or of the provisional or final liquidation of a contractor's company/closed corporation or the placing of its affairs under judicial management, the Province may, without prejudice to any other rights it may have, exercise any of the following options :
 - 11.1.1 Cancel the contract and accept any of the bids which were submitted originally with that of the contractor or any offer subsequently received to complete the contract. In such a case the estate of the contractor shall not be relieved of liability for any claim which has arisen or may arise against the contractor in respect of supplies not delivered or work not carried out by the contractor, under the contract.
 - 11.1.2 Allow the executor, trustee, liquidator or judicial manager, as the case may be, for and on behalf of and at the cost and expense of the estate of the contractor to carry on with and complete the contract.
 - 11.1.3 For and on behalf of and at the cost and expense of the estate of the contractor, itself carry on with and complete the contract and in that event the Province may take over and utilize, without payment, the contractor's tools, plant and materials in whole or in part until the completion of the contract.

- 11.2 Should the Province elect to act in terms of paragraph 11.1.3 it shall give notice of its requirements to the executor, trustee, liquidator or judicial manager of the contractor's estate and should the said executor, trustee, liquidator or judicial manager fail within 14 days of the dispatch of such notice to make provision to the satisfaction of the Province for the fulfilment of such requirements, or should no trustee, liquidator or judicial manager be appointed within 14 days of the occurrence mentioned in paragraph 11.1, the Province may apply any remedy open to it in terms of the contract as if a breach thereof had taken place.
- 11.3 Should the Province act in terms of paragraph 11.1.3 the contractor must leave the premises immediately and may not occupy such premises on account of retention or any other right.

12. LAW TO APPLY

The Contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise with the law of the Republic of South Africa, and any difference that may arise between the Province and the Contractor in regard to the Contract, shall be settled in the Republic of South Africa.

13. OFFERING OF COMMISSION OR GRATUITY

If the Contractor, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any office bearer of the Province or person in the employ of the Province, any commission, gratuity, gift or other consideration, the Province shall have the right, summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to cancel the Contract without paying any compensation to the Contractor.

14. PREFERENCES

- 14.1 Should the Contractor apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Province may, at its own right:-

14.1.1 Recover from the Contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the Contract; and / or

14.1.2 Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

14.1.3 The Province may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

15. WEIGHTS AND MEASURES

The quantities of goods offered or delivered shall be according to South African standard weights and measures.

16. SECURITY

- 16.1 Special Conditions of Contract relating to Surety/Guarantee requirement must be dealt with in strict compliance with the Conditions of Bid set out herein.
- 16.2 In respect of contracts less than R 500 000, the guarantees and sureties required may be based on a risk evaluation conducted by the Province inviting the bid.
- 16.3 No deposits are required for bid applications for contracts below R 500 000.

17. ORDERS

- 17.1 Goods shall be delivered and services rendered only upon receipt of a written official order or the signing of a contract with the Province, and accounts shall be rendered as indicated on the official order or in the contract, as the case may be.
- 17.2 The Province reserves the right to call upon any Contractor during the contract period to make known the following details:
 - 17.2.1 Name of Institution placing order;
 - 17.2.2 Provincial official order number;
 - 17.2.3 Quantity ordered; and
 - 17.2.4 List of items ordered.

18. EXPORT LICENCES

- 18.1 When orders are placed for goods in respect of which an export licence from the country of origin of supplies is required, the Contractor shall:
 - 18.1.1 Not incur any direct or indirect costs in connection with the supply or despatch of such supplies before he has obtained such licence;
 - 18.1.2 If the government of the country from which the supplies are to be exported refuses, or fails to grant such licence within three months of the placing of the order, the order shall be considered to be cancelled and no liability will be accepted for any loss or expenses irrespective of the nature thereof, including loss or expenditure suffered or incurred by the Contractor or any other person in respect of the production, supply, transportation or delivery of such supplies.

19. INSURANCE

- 19.1 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.

- 19.2 Any insurance policies taken out by a Contractor to cover goods delivered for a contract must be taken out with a company registered in South Africa in terms of relevant insurance and companies acts.

20. INSPECTION, TESTS AND ANALYSES

- 20.1 In terms of Provincial policy, inspections of a Bidder's goods and services are permitted. Bidders and Contractors must allow reasonable access to premises to officials from the department inviting the bid, or person specially appointed by the Province to carry out inspection or tests. There are two main categories: Firstly, where the bid conditions call for goods to be inspected during the contract period. Secondly, where the inspection results are to be submitted with the bid document.
- 20.2 If it is a bid condition that goods to be produced should at any stage during production or on completion be subject to inspection, the premises of the Contractor shall be open, at all reasonable hours, for inspection by a representative of the Province or of an organization acting on its behalf.
- 20.3 Inspections tests and analyses may be carried out prior to despatch in regard to such contract goods as may be deemed necessary by the Province, and the Contractor shall provide, if required, all the required facilities for the inspection, tests and analyses of the goods free of charge and shall, if required, provide all the materials, samples and labour and available apparatus which may be required for the purposes of such inspection, tests and analyses free of charge, unless otherwise specified.
- 20.4 If there are no inspection requirements in the bid documents and no mention thereof is made in the letter of acceptance, but during the contract it is decided that inspections shall be carried out, the Province shall itself make the necessary arrangements, including payment arrangements, with the testing authority concerned. The premises of the Bidder Contractor must be open and accessible at all reasonable times for the purposes of these tests.
- 20.5 If the inspection, tests and analyses show the goods or service to be in accordance with contract requirements, the cost of the inspection, tests and analyses shall be defrayed by the Province calling for such tests or analyses. Where the supplies or services do not comply with the contract, the costs shall be defrayed by the Contractor and the Province shall have the right, without prejudice to any other legal remedy it may have, to deduct such costs from payments due to the Contractor under the contract or under any other contract.
- 20.6 Goods and services which do not comply with the contract requirements may be rejected.
- 20.7 Any goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract, and such rejected goods shall be held at the cost and risk of the Contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them for goods which do comply with the requirements of

the contract, failing which such rejected goods shall be returned at the Contractor's cost and risk. Should the Contractor fail to provide the substitute goods forthwith, the Province may, without giving the Contractor a further opportunity to substitute the rejected goods, purchase such supplies as may be necessary at the expense of the Contractor, for example, the transport costs and other expenses regarding the rejected goods must be refunded by the Contractor.

- 20.8 Where imported goods are to be inspected before delivery, the Contractor shall notify his suppliers abroad of the conditions applicable to inspections.
- 20.9 Provisions contained in sub-clause 20.1 and 20.8 shall not prejudice the right of the Province to cancel the contract on account of a breach of the conditions thereof.

21. RESTRICTION OF BIDDING

Without prejudice on any other legal remedies, the Province may impose restrictions on a Bidder in terms of which bids to the Province will not be accepted for such period as determined by the Province. This information may be passed to other provinces or State organisations in the Republic of South Africa. These restrictions may be imposed in terms of the breach of any of the requirements to be met in terms of the accepted bid or contract. The Province may also make a restriction on a bidder from another province or State institution applicable to this Province.

22. CONTRACTOR'S LIABILITY

- 22.1 In the event of the contract being cancelled by the Province in the exercise of its rights in terms of these conditions, the Contractor shall be liable to pay to the Province any losses sustained and/ or additional costs or expenditure incurred as a result of such cancellation, and the Province shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the Province may suffer or may have suffered.
- 22.2 The Contractor may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, in supply or service rendered or if the goods or service as a result of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

23. PRICE LISTS

Price lists which are part of the contract shall not be amended without the approval of the Province, unless the SCC specify otherwise.

24. SUBMISSION OF CLAIMS

- 24.1 Claims must be submitted within 90 days of the delivery date of items, but the delivery date will be calculated according to the delivery period stipulated in terms of the contract, unless an extension for late delivery has been granted by the Province.
- 24.2 For period contracts, no price increase will be granted within the first 180 days of the contract period. No price increase applications which are submitted later than 90 days after the contract period expired, will be considered. The claims shall be accompanied by documentary proof and, if required, an auditor's report sustaining the claim shall be provided.
- 24.3 Claims referring to formulae and indices must be clearly set out in terms of indices or formulae values used to calculate the bid price, and the adjusted indices or values.

25. PROVINCIAL PROPERTY IN POSSESSION OF A CONTRACTOR

- 25.1 Province's property supplied to a Contractor for the execution of a contract remains the property of the Province and shall at all times be available for inspection by the Province or its representatives. Any such property in the possession of the Contractor on the completion of the contract shall, at the Contractor's expense, be returned to the Province forthwith.
- 25.2 The Contractor shall be responsible at all times for any loss or damages to the Province's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the Province may require.

26. RIGHTS TO PROCURE OUTSIDE THE CONTRACT

- 26.1 The Province reserves the right to procure goods outside the contract in cases of urgency or emergency or if the quantities are too small to justify delivery costs, or if the goods are obtainable from another organ of Province or if the Contractor's point of supply is not situated at or near the place where the goods are required or if the Contractor's goods are not readily available.
- 26.2 No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Province or local authority.

27. AMENDMENT OF CONTRACT

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing.

28. NOTICES

- 28.1 Every written acceptance of a bid shall be posted to the supplier/bidder concerned by registered or certified mail and any other notice to him/her/it shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him/her/it in writing and such posting shall be deemed to be proper service of such notice.
- 28.2 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 such notice.

29. INCIDENTAL SERVICES

- 29.1 The Contractor may be required to provide any or all of the following services, including additional services, if any, specified in the Special Conditions of Bid:
- (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 Contractor of any warranty obligations under this contract; and
 - (e) Training of the Province's personnel, at the Contractor's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 29.2 Prices charged by the Contractor 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 Contractor for similar services.

30. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 30.1 The Contractor shall not, without the Province'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 Province in connection therewith, to any person other than a person employed by the Contractor 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.

30.2 The Contractor shall not, without the Provinces prior written consent, make use of any document or information mentioned in GCC clause 30.1 except for purposes of performing the contract.

30.3 Any document, other than the contract itself mentioned in GCC clause 30.1 shall remain the property of the Province and shall be returned (all copies) to the Province on completion of the Contractor's performance under the contract or so required by the Province.

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

31. SPARE PARTS

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

(a) Such spare parts as the Province may elect to purchase from the Contractor, provided that this election shall not relieve the Contractor of any Warranty obligations under the contract.

(b) In the event of termination of production of the spare parts:

(i) Advance notification to the Province of the pending termination, in sufficient time to permit the Province to procure needed requirements; and

(ii) Following such termination, furnishing at no cost to the Province, the blueprints, drawings, and specifications of the spare parts, if requested.

32. PENALTIES

32.1 Subject to GCC Clause 4, if the Contractor fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the Province 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 delayed goods or unperformed services, using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Province may also consider termination of the contract in terms of the GCC.

33. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

33.1 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.

34. GOVERNING LANGUAGE

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.

35. TAXES AND DUTIES

- 35.1 A foreign Contractor shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the Province's country.
- 35.2 A local Contractor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Province.
- 35.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Province 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.

36. PREQUALIFICATION CRITERIA

- 36.1 In terms of Regulation 4 of the Preferential Procurement Regulations, 2017, pre-qualifying criteria apply to advance certain designated groups. This tender is therefore advertised with a specific tendering condition that only one or more of the following tenderers may respond:
- (i) BBBEE level 1 (as per the provisions of section 4(1)(a) of the PPPFA Regulations, 2017); and
 - (ii) Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) (as per the provisions of section 4(1)(b) of the PPPFA Regulations, 2017)
- 36.2 It is compulsory for tenderers to submit proof of B-BBEE status level of contributor which includes original and valid B-BBEE certificate or certified copies thereof, tenderers who qualify as EME or QSE must submit a sworn affidavit signed by the EME representative, certified and attested by a commissioner of oaths.
- 36.3 Tenderers who fail to comply with the above stipulated prequalification criteria or fail to submit documentary proof of compliance with the prequalification criteria will not be considered for this bid.

36.4 Bidder who meets the prequalification criteria will be evaluated further in terms of any evaluation criteria stipulated in the tender including any technical specification, functionality and preference points system in terms of regulations.

ANNEXURE D
Schedules 1 to 8

SCHEDULE 1–

Attach SARS Tax verification Pin number and CSD tax compliance proof. Original valid tax clearance. In the case of a Joint Venture/Consortium each Entity must submit a tax clearance certificate separately

SCHEDULE 2 –

Copies of CIPC registration documents. copies of, Notice of Registered Office and Postal Address of Company (CM 22), contents of Register of Directors, Auditors and Officers (CM 29), Articles of Association Memorandum of Association (CM2), Certificate to Commence Business (CM 46), Founding Statement (CK 1, Trust Deed, Constitution, Joint Venture/ Consortium Agreements.

SCHEDULE 3 –

Declaration of interest (SBD4). Please note that over and above this declaration being completed by the authorized representative on Section D of the standard bid document, all other to the agreement must sign the declaration of interest and attach these as Schedule 3.

SCHEDULE 4 –

Original B-BBEE certificate or original certified copy of a valid B-BBEE certificate for purpose of calculating preference points OR

Original certified sworn valid affidavit for the purpose of calculating preference points

SCHEDULE 5 –

Authority to sign a bid (Please note that with the exception of a Sole Proprietor, the resolution to sign the bid passed by members, Board of Directors or partners, trustees and co-operatives must be furnished.)

(i) If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorised the person who signs this bid to do so, as well as to sign any bid resulting from this bid and any other documents and correspondence in connection with this bid and / or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

(ii) In case of a close corporation submitted a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

(iii) A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

SCHEDULE 6 – Bid entity profile,

Schedule 7 –

EXPERIENCE OF BIDDER

Evidence of track record in providing similar services. The bidder must complete the table below: The following is a statement of work of a similar nature and successfully executed by the service provider.

References of experience in the related field

No	NAME OF CLIENT	SITE WHERE SERVICE WERE RENDERED	CONTRACT VALUE	CONTRACT DURATION	CONTACT PERSON	CONTACT NUMBER (CLIENT)

Schedule 8

Certificate of Compliance with Tender Documentation

It is certified that I/We _____

- 1) Have read through and fully understood all the requirements of the Tender Documents and any other associated documents.
- 2) Am/are willing to submit the Tender based on all the Conditions of Contract, as described, and shall comply with all the terms and conditions of this Contract, as well as provide all annexure and schedules stipulated.
- 3) Have witnessed the demographics of the Province and studied requirements and acknowledged all restrictions, etc thereto.
- 4) Acknowledge, understand and confirm full acceptance of the specification incorporated in this Tender document, and that failure to comply with the submission of a completed bid document as well as failure to submit all relevant Annexure and Schedules will result in the immediate disqualification of the bid submitted.

SIGNATURE: _____

DATE: _____

NAME IN BLOCK LETTERS: _____
(Duly authorized)

DESIGNATION: _____

WITNESS: _____

For and on behalf of
NAME OF FIRM: _____

ADDRESS: _____

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
SIGNATURE

.....
DATE