



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HUMAN SETTLEMENTS

REQUEST FOR PROPOSAL

APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS PER DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

ZNB89/2022/23HSE

THIS BID IS LIMITED TO TENDERERS WHO WILL MEET THE FOLLOWING PRE-QUALIFICATION CRITERIA (IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2017):

(a) A BIDDER HAVING A MINIMUM B-BBEE STATUS LEVEL 1, AND MUST BE AN EME OR QSE

(BIDDER TO SUBMIT ORIGINAL SWORN AFFIDAVIT OR ORIGINAL / CERTIFIED COPY OF B-BBEE RATING CERTIFICATE, ISSUED BY AN AUTHORISED VERIFICATION AGENCY)

Bid document must be downloaded from departmental website: www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za/browese_opportunities/currently_advertised

Telegraphic, telephonic, telex, facsimile, e-mail, incorrect box and late Tender Proposals will not be accepted.

COMPULSORY BRIEFING SESSION DETAILS

DATE: 23 JANUARY 2023
TIME: 11:00AM
INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
RESIDENCE HALL
800 VUSI MZIMELA ROAD
CATO MANOR
DURBAN
4091

CLOSING OF THE BID

DATE: 08 FEBRUARY 2023
TIME: 11:00AM
DEPARTMENT OF HUMAN SETTLEMENTS
EAGLE BUILDING
353 – 356 DR PIXELY KASEME STREET
DURBAN
4001
12th FLOOR, BID BOX NUMBER: 04

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS					
BID NUMBER:	ZNB89/2022/23HSE	CLOSING DATE:	08 FEBRUARY 2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS PER DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN BID BOX NUMBER 04 SITUATED IN THE FOYER, 12 TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 356 DR PIXELY KASEME STREET, DURBAN, 4001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS R. GAFOOR / J MNQONDO / S BIYASE / S MKHIZE / V. MKHWANAZI		CONTACT PERSON	MS. M. MHLONGO	
TELEPHONE NUMBER	031 336 5142 / 5164 / 5165 / 5241 / 5420		TELEPHONE NUMBER	033 392 6434 / 082 727 1481	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	razia.gafoor@kzndhs.gov.za jabulani.mngondo@kzndhs.gov.za siphesihle.biyase@kzndhs.gov.za sizwe.mkhize@kzndhs.gov.za victor.mkhwanazi@kzndhs.gov.za		E-MAIL ADDRESS	mbali.mhlongo@kzndhs.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
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.					

Initials _____

**PART B
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
 - 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
 - 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.
 - 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
 - 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
 - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
 - 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
 - 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
 - 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.
 - 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."

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:

Initials_____

SECTION A

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.

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 accurately completed. Bidders must ensure that all questions are answered. If questions are "not applicable", bidders must ensure that "NA" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the bid document is accurately completed and accompanied by all relevant certificates and other necessary and applicable information. Original signature must appear on all relevant Sections of the bid document. Failure to comply with same will invalidate your bid.**
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. A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.
7. 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 of contribution than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
8. A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
9. A person awarded a contract in relation to a designated sector, may not subcontract 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.
10. **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. An electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. If this provision is not complied with, such bids may be rejected as being invalid.**
11. 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.
12. 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.
13. 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.
14. No bid submitted by telefax, telegraphic or other electronic means will be considered.
15. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
16. Any alteration made by the bidder must be initialed.
17. Use of correcting fluid/ erasable pen is prohibited.
18. Bids will be opened in public as soon as practicable after the closing time of bid.
19. Where practical, prices are made public at the time of opening bids.
20. 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.
21. Bidder must initial each and every page of the bid document.
22. The bid document can only be downloaded at no cost from the departmental website.
www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za/browse opportunities/currently advertised
23. No bid document will be issued by the Department.
24. **Bidders must furnish original bid documents at the briefing session venue, as Section D will be endorsed by the Departmental official. Bidders who fail to furnish original bid document at the compulsory briefing session may be disqualified.**

Compulsory briefing session details:

Date: 23 January 2023

Time: 11:00am

Venue: Inkosi Albert Luthuli Central Hospital, Residence Hall, 800 Vusi Mzimela Road, Cato Manor, Durban, 4091

25. This bid is limited to bidders who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017

(a) a bidder having a minimum B-BBEE status level 1, and must be an EME or QSE.

Note: bid that fails to meet any pre-qualifying criteria stipulated in the bid documents is an unacceptable bid.

- Bidder must submit a valid original or certified copy of B-BBEE Certificate issued by the authorised verification agency or original sworn affidavit.

SECTION B
REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

CSD REGISTRATION: MAAA _____

Initials_____

SECTION C
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)CSD Registration
Number.....

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.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

**SECTION D
OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

Site/Building/Institution Involved: **KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS**

Bid Reference No: **ZNB89/2022/23HSE:**

Goods/Service/Work: **APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS PER DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.**

This is to certify that (bidder's representative name) _____

On behalf of (company name) _____

Visited and inspected the site on **23/01/2023** and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ___/___/_____

Name of Departmental or Public Entity Representative
(PRINT NAME)

Departmental Stamp With Signature

Initials_____

**SECTION E
PRICING SCHEDULE – FIRM PRICES**

Name of bidder.....	Bid number: ZNB89/2022/23HSE
Closing Time 11:00	Closing date: 08 February 2023

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

DESCRIPTION: APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS PER DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

SERVICES	PRICE IN TERMS OF
APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS PER DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.	PROCUREMENT BY PROCUREMENT BASIS (COST WILL BE LIMITED TO THE TREASURY COST CUTTING MEASURES INSTRUCTION NOTE)

BIDDERS ARE TO INDICATE THE ONE (1) DISTRICT MUNICIPALITY THEY OPERATE UNDER (BIDDERS ARE TO ATTACH PROOF OF ADDRESS IN THE FORM OF MUNICIPAL UTILITY BILL OR LETTER FROM THE COUNCILOR):

DISTRICT MUNICIPALITY	YES/NO
eThekwini Metropolitan	
Amajuba District	
Harry Gwala District	
iLembe District	
King Cetshwayo District	
Ugu District	
uMngungundlovu District	
uMkhanyakude District	
uMzinyathi District	
uThukela District	
Zululand District	

- Required by: **KZN DEPARTMENT OF HUMAN SETTLEMENTS**
- Period required for delivery: **THREE (3) YEARS**
- The rates are firm for the full period of the contract.

SIGNATURE

DATE

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bid der

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

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

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

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

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

2. 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.

3. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;

(h) “proof of B-BBEE status level of contributor” means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

5. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

5.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

5.3 POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

6.1 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Initials_____

7. BID DECLARATION

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

8. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

8.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

9. SUB-CONTRACTING

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

(Tick applicable box)

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

9.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/firm:.....

10.2 VAT registration number:.....

10.3 Company registration number:.....

10.4 TYPE OF COMPANY/ FIRM

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

Initials_____

[TICK APPLICABLE BOX]

10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

10.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

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

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

Initials_____

EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

- I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Initials_____

- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/_____

Stamp

Signature of Commissioner of Oaths

Initials_____

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

Initials_____

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____ / ____ / _____

Stamp

Signature of Commissioner of Oaths

Initials_____

SECTION H
GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

i) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

ii) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

9 Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

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

11 Insurance

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

12 Transportation

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

13 Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17 Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

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

23 Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer /

Authority actively associated.

- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

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

24 Anti-dumping and countervailing duties and rights

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

25 Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for insolvency

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

27 Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of

law.

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

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

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

**SECTION I
SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1 36 Months

2. EVALUATION CRITERIA

There are four (4) main stages in the selection process, namely, pre-qualifying criteria, ensuring that bids comply with administrative Compliance, eligibility criteria and price and preference points.

2.1 Stage 1 – Pre-qualifying criteria

This bid is limited to bidders who will meet the following pre-qualifying criteria

- (a) a bidder having a minimum B-BBEE status level 1, and who are EME or QSE

(Bidder must submit an original sworn affidavit or original or certified copy of BBBEE certificate issued by an authorised verification agency)

NB: A bid that fails to meet any pre-qualifying criteria stipulated in the bid documents is an unacceptable bid

2.2 Stage 2 – Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to J. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
PART A	INVITATION TO BID (SBD 1)			
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)			
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE			
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS			
SECTION D				
SECTION E	PRICING SCHEDULE (SBD 3)			
SECTION F	DECLARATION OF INTEREST (SBD 4)			
SECTION G	PREFERENCE POINTS CLAIM FORM (SBD 6.1)			
SECTION H	GENERAL CONDITIONS OF CONTRACT			
SECTION I	SPECIAL CONDITIONS OF CONTRACT			
SECTION J	AUTHORITY TO SIGN THE BID			
SECTION K	TERMS OF REFERENCE			
	Provide traceable references (in a form of referral letter(s), with contact details and project name).			
	Provide proof of address (Municipal utility bill or Letter from the Councilor)			

2.2.1 SCOPE OF BID

- 2.2.1.1 This bid is invited by the KwaZulu-Natal Department of Human Settlements and is open to all potential service providers who have the execution capacity and wish to participate in this bid which entails the **appointment of a panel of events management service providers per district municipality for a period of three (3) years**
- 2.2.1.2 All suppliers submitting their bids must be registered with the Central Suppliers Database. Non-registration of a bidder at time of closing of the bid will render the bid invalid.
- 2.2.1.3 Each party to a Joint Venture/Consortium submitting a bid must be registered on the Central Suppliers Database. Non-registration of any party to such a Joint Venture/Consortium on closing of the bid will render the bid invalid.
- 2.2.1.4 Joint Venture agreement should detail percentage to the project and must be signed by both parties.
- 2.2.1.5 An original or certified copy of a consolidated BBBEE certificate of the Joint Venture must be submitted together with the bid document.
- 2.2.1.6 A nominated bank account must be opened.
- 2.2.1.7 Each party to a Joint venture must complete SBD 4 (Bidder's Disclosure).
- 2.2.1.8 The Department reserves the right in accepting and awarding of the bid. The Department is not obliged to accept the lowest or any bid.
- 2.2.1.9 The service must be executed by the successful bidder to whom the bid is awarded.
- 2.2.1.10 Original or certified copy of BBBEE rating certificate issued by the authorized verification agency/ Original sworn affidavit must be attached and delivered with the bid to ensure consideration thereof.
- 2.2.1.11 The Department reserves the right to award the bid in totality or to contract multiple service providers to procure the required service.
- 2.2.1.12 Service providers to ensure full compliance with all aspects of the specifications.
- 2.2.1.13 The closing date for receipt of bid is **08 February 2023 at 11h00**. The bids should be submitted in a sealed envelope marked "Bid – **ZNB89/2022/23HSE**", an electronic storage device containing only a scanned copy, in PDF format, of the bid shall be submitted together with the bid inside the sealed envelope. The bid box marked **Box No. 04** is located at the foyer area of the **Department of Human Settlements, 12th floor, 353-356 Dr. Pixley KaSeme Street, Durban.**

2.3 Stage 3 – Eligibility Criteria

A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. A MINIMUM OF 50% IS REQUIRED IN ORDER TO QUALIFY.

Key Aspects	Basis for Point Allocation	Score	Max Points
Methodology	<ul style="list-style-type: none"> The service provider should demonstrate adherence to the Terms of Reference (TOR) by elaborating on the service required and how they envisage undertaking this project. Plan to provide services urgently within limited timeframes. Process of sourcing and providing all venue requirements, events management of small and large-scale events. Methodology to include proven experience in providing high quality catering as well as the sourcing and managing of other caterers Define plans to address safety, security and disaster management compliance in relation to events. Clearly define the audio-visual plan for various areas and planned entertainment for the different types of events. Process of developing a comprehensive implementation plan with activity check-list as a part of their portfolio. 	Good	19-30

Initials_____

	<ul style="list-style-type: none"> Provide a concise plan of approach and method to be adopted for the Department identifying possible challenges/risks and methods on overcoming same. 		
	Methodology is acceptable (in terms of the above).	Fair	13-18
	Bidder did not elaborate on the service required and how their proposed process with meet requirements. Plan of approach is not clear. Did not submit methodology - 0 points	Poor	0-12
Relevant Experience	Provide detailed reference letters from clients which includes company name, contactable references and contact numbers. The letters must include the actual work completed in relation to events coordinated, including the value of the contract. 6 or more reference letters as per above requirements 5 reference letters as per above requirements	Good	30 25
	4 reference letters as per above requirements 3 reference letters as per above requirement	Fair	20 15
	2 reference letters as per above requirements 1 reference letter as per above requirements	Poor	10 5
	No references provided - 0		0
Resources	Expertise, experience / qualifications of support personnel to be assigned to the contract. Compulsory key experts required: Project Leader and Safety Officer. Other key experts required include: Sound Technician and Administrators. Project Leader Safety Officer Sound Technician Administrators	Good	30
	Resources is acceptable in terms of the above	Fair	25
	Lacks appropriate, applicable resources in terms of above	Poor	15
Financial Capacity	•Provide proof of financial capacity to satisfactorily execute the required service, such should include the following: •Bank rating of the company indicating specific category. Category A 10 points	Good	10
	Category B 6 points	Fair	6
	Category C 4 points Or Letter of Good Standing	Poor	4
	Did not provide bank rating letter- 0 points		0
TOTAL	100		

2.4 Stage 4 – Preferential Point Evaluation

2.4.1 This bid will be evaluated using the 80/20 preference point system.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12

Initials_____

5	8
6	6
7	4
8	2
Non-compliant contributor	0

3. BID APPEAL TRIBUNAL (BAT)

BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 3.1. The bidder must, within five working days of receipt of the notification of an award, deliver written notification of an intention to appeal.
- 3.2. The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 3.3. The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 3.4. The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 3.5. Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

The address provided for the lodging of appeals is:

Email: Batsecretariat@kzntreasury.gov.za

**The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200**

**SECTION J
AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I)	(II)	(III)	(IV)	(V)	(VI)	
CLOSE CORPORATION	COMPANIES	SOLE PROPRIETOR	PARTNERSHIP	CO-OPERATIVE	JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....
 hereby authorise Mr/Mrs/Ms
 acting in the capacity of
 whose signature is
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

- Co-operative: Resolution letter from the directors
- Close Corporation: Resolution letter from the directors
- Company: Resolution letter from the director/s
- Sole Proprietor: Resolution letter from the director
- Partnership: Resolution letter from the director
- Joint Venture / Consortium: Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.

SECTION K
TERMS OF REFERENCE/ SPECIFICATIONS

BIDDERS TO COMPLY STRICTLY WITH ALL FACETS OF THE SPECIFICATION, METHODOLOGY AND ADDITIONAL INFORMATION TO INDICATE OR EMPHASIZE CAPACITY TO UNDERTAKE THE REQUIRED SERVICE MUST BE FURNISHED.

The KZN Department of Human Settlements hereby invites bids from suitably qualified and experienced service providers for appointment of a panel of events management service providers for a period of three (3) years.

NO.	NAME OF PROJECT	BID NUMBER
1.	APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS.	ZNB89/2022/22HSE

The summarised requirements and task analysis of the functions to be fulfilled by the appointed company is appended hereunder

1. INTRODUCTION AND BACKGROUND

1.1 The Department of Human Settlements hereby invites suitably qualified and experienced companies and businesses to submit bids to undertake the management and coordination of events such as conferences, seminars, workshops, special ceremonies, project launches & handovers and supply and deliver events related items.

2. SCOPE OF WORK

2.1 General Information:

Panel members will be required to submit quotations for coordination and management of 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 quotation purposes. A competitive bidding process will be followed as per Supply Chain prescripts.

2.2 Information about the project:

2.2.1 The panel shall be in place for a period of three (3) years, however, the panel may be reviewed in 18 months to add more suppliers onto the existing panel. Should the department decide to review the panel, all new service providers who are added to the panel will abide by the initial bid period.

2.2.2 The service providers will be required to provide, *inter alia*, the following services depending on the nature of the event convened by the department:

2.2.2.1 Marquee and flooring

2.2.2.2 Tables

2.2.2.3 Chairs

2.2.2.4 PA systems

2.2.2.5 Décor and stage set up

2.2.2.6 Portable toilets

2.2.2.7 water tankers

2.2.2.8 Catering

2.2.2.9 Waitrons

2.2.2.10 Marshalls and Usher with identification

2.2.2.11 Professional programme directors and entertainers

2.2.2.12 Security

2.2.2.13 Translation services (sign language)

2.2.2.14 Translations services (transcripts)

2.2.2.15 Preparation and printing of invites, programmes etc. (the department reserves the right to print own according to their needs)

2.2.2.16 Facilitation of venues and accommodation

2.2.2.17 Transport (public transport vehicles and buses and taxis)

Initials_____

- 2.2.2.18 Parking arrangements
- 2.2.2.19 Plaque engraving services
- 2.2.2.20 Signage/ banners
- 2.2.2.21 Speed fencing
- 2.2.2.22 Preparation and cleaning of site
- 2.2.2.23 Installation of lighting conductors
- 2.2.2.24 Medical services
- 2.2.2.25 Performing Artists (as per arts and Culture policy)
- 2.2.2.26 Community Catering

2.2.3 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 region.

2.2.4 In compliance with its obligation in terms of Supply Chain Management and Provincial Treasury prescripts, will require the utilization of local resources for services such as performing artists, public transportation and community catering.

2.2.5 The Department reserves the right to determine the need for the appointment of an Event Manager. This will be contingent on the nature of the event. Furthermore, the Department reserves the right to call quotations from the panel for the supply of specific items only excluding the appointment of an Event Manager.

3. COMPETENCY AND EXPERTISE REQUIREMENTS

3.1 The KZN Human Settlements requires bids from suitably qualified service providers with competencies & expertise in events management. Service providers are requested to submit bids reflecting in depth knowledge and demonstrate experience in public events management.

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 as per paragraph 3.3.3.4 hereunder in a form of order.

3.3 The Bid must include the following:

3.3.1 Contact details

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

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

3.3.3.1 An in-depth knowledge and experience in events

3.3.3.2 Demonstration of experience in public relations

3.3.3.3 Availability of infrastructure at disposal

3.3.3.4 Demonstrate experience in events organizing and management

3.3.3.5 Traceable references including letters of appointments/orders

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 successful service providers/ panel members will be obliged to outsource certain event.

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 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 Department upon receipt and verification of goods/services received in line with specifications and corrected invoice. The invoice shall be an original.
- 4.3.2 Payment will be made to the Event Manager only.
- 4.3.3 The 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 Department for processing and payment.
- 4.3.5 The 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 5 days after receipt of payment from the Department.

4.4 MARKET TESTING

- 4.4.1 The 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 Department's benchmarked prices. If the Department is of the view that the prices submitted by service providers are unreasonable then the Department will negotiate further with the bidder.

4.5 QUOTATIONS

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

4.6 PROJECT MANAGEMENT SERVICES

- 4.6.1 The 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.

SCOPE AND DEFINITION OF WORK TO BE PERFORMED WHEN ARRANGING EVENTS

5. DEPARTMENTAL EVENTS

- 5.1 The events manager will provide the necessary logistical requirements and project management services for events as follows:
- 5.1.1 For each event, develop creative concept, turn them into project plans, and manage the implementation of these plans.
- 5.1.2 Expertise in sourcing and providing all venue requirements, conference coordination and management of micro and macro events.
The 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.
- 5.1.3 Develop comprehensive plans with activity check-lists to ensure successful hosting of an event.
- 5.1.4 Regular written reports before, during and after the event. These reports will include actual event activities and post event debrief and close out reports.
- 5.1.5 Provide a detailed breakdown of project team together with their experience, qualifications and project referees.
- 5.1.6 Provide detailed hosting of an event whilst also keeping costs as minimal as possible without compromising the objectives and status of the event.
- 5.1.7 Must be able to work under pressure and deliver at short notice.

- 5.2 The Events Manager will be expected to understand and be prepared to comply with all protocols related to the Department. The Events Manager must also understand that these events are established by the 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 Department.
- 5.3 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 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 Department can be guaranteed of delivery on time.
- 5.4 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.
- 5.5 The service provider must show proven ability and experience in infrastructure build-up and management.
- 5.6 The service provider must develop a detailed project plan, obtain approval for the planned infrastructure from the Department and execute and manage the buildup of Infrastructure in accordance with all safety requirements, By-laws and security standards.

6. CONTRACTUAL OBLIGATIONS

- 6.1 The appointed Events Manager is expected to ensure full support of local and small service providers, as failure to adhere to this requirement will result into a contract being terminated.

7. PREPARATION FOR AN EVENT

7.1 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.

7.2 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 the Department 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

7.3 Catering for VIP's

NB: It may be a requirement that meals be served in bowls per waiters for 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 VIP's.
- The catering plan must include arrival refreshments, morning tea and afternoon tea for 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 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 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.

7.4 Communication

The 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.

7.5 Entertainment

Where required the Events Manager shall secure an appropriate professional and nonprofessional artist(s) to provide entertainment to the audience. Selected artists performing must be negotiated between the Events Manager and the 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.

7.6 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.

7.7 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 Department and obtain the approval of the 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.

7.8 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.

7.9 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 VIP and other guests, taking into consideration a main table required for a seating for VIP guests.

- The service provider(s) may be expected to provide white plastic chairs without covers for all guests except for the VIP guests. Covered chairs must be provided for the VIP guests.
- Where necessary marshals and ushers must be provided.
- A separate entrance to the main marquee for VIP guests must be provided.
- Reasonable air-circulation must be provided for.
- Discomfort levels should be kept to a minimum.

VIP marquee:

- The service provider(s) must provide tables and chairs with back covers, executive chairs for VIP's 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 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 VIP's.
- At the main table floral decorations must be arranged.
- All tables must have tablecloths 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.
- 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.

7.10 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.

7.11 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 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 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 Department shall not be held liable for any other consideration except the contract price agreed to between the Department and the service provider (events manager).

Access to Information

- The service provider must make available to the 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 department.

7.12 Project Management

- 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 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 department.
- The project manager will report to the liaison officer of the Department in relation to the project in accordance with agreed terms to be documented in the Service Level Agreement.

7.13 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.

7.14 Refrigeration facilities (truck with trailer):

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

7.15 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 Events Manager 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.

7.16 Security:

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

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.

7.17 Site:

The Events Manager must provide the 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 department liaison officer prior to the function on the day agreed between the department and the Events Manager. A certificate of compliance must be provided by the Events Manager indicating that all structural installations are compliant with minimum industry requirements. Such certificate must be furnished to the department liaison Officer as soon as possible prior to the event.

7.18 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 Department; that is, flowers/plants etc. Bottled water and juices 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 Department may request another stage to the left or 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 Department where areas do not have necessary infrastructure. The Events Manager must provide a back-up generator for special circumstances.

7.19 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.

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 kilometres to be travelled must be discussed with the Department. It must be noted that no buses will leave until such time that the 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 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% fruit 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 Events Manager e 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 Department to the Events Manager.
- All meals are to be prepared within 10 kilometres 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.

7.20 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.

7.21 Weather conditions

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

7.22 Speed fencing

Initials_____

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

7.23 Translation services (simultaneous)

The Events Manager may be required to provide services of the translator depending on the nature and purpose of the event.

7.24 Preparation and printing of invites, programmes etc.

The Events Manager in consultation with the Department may be required to prepare and print invitations and programmes etc.

7.25 Translation services

The Events Manager may be required to provide services of the translator depending on the nature and purpose of the event.

7.26 Signage

The Events Manager may be required to design and produce signage

7.27 Banners

The Events Manager in consultation with the Department may be required to design and print departmental banners depending on the specific requirement for that particular event

8. CHECKLIST FOR THE EVENT

8.1 A properly drawn up operational plan should be developed by the Events Manager in conjunction with the Department to include the following:

8.2 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.

8.3 Accreditation

For media, VIPs, staff and officials (police, fire etc.)

Types: badges; tickets; uniforms; wrist bands maybe required

8.4 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.

8.5 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.

8.6 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.

8.7 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

8.8 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

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

MS M. MHLONGO – 033 392 6434 / 082 727 1481