TENDER DOCUMENT GOODS AND SERVICES



SCM - 542 Approved by Branch Manager: February 2024



Version: 10

TENDER NO: 39S/2025/26

TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE

PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT NOT

EXCEEDING 30 JUNE 2030

CLOSING DATE 30 SEPTEMBER 2025

CLOSING TIME 10:00 am

TENDER BOX NUMBER 224

TENDER FEE R 200

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

	TENDERER
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
TRADING AS (if different from above)	
Registration number of Tenderer	
Physical address and chosen domicilium citandi et executandi of Tenderer	

NATURE OF TENDER OFFER (please indicate below)		
Main Offer (see clause 2.2.11.1)		
Alternative Offer (see clause 2.2.11.1)		

TENDER SERIAL NO.:
SIGNATURES OF CCT OFFICIALS
AT TENDER OPENING
1
2
3

TABLE OF CONTENTS

THE TENDER	3
T.1 GENERAL TENDER INFORMATION	3
T.2 CONDITIONS OF TENDER	4
2.1 General	4
2.2 Tenderer's obligations	<i>7</i>
2.3 The CCT's undertakings	21
THE CONTRACT	28
C.1 DETAILS OF TENDERER/SUPPLIER	29
C.2 FORM OF OFFER AND ACCEPTANCE	
C.2.1 OFFER (TO BE COMPLETED BY THE TENDERER AS PART OF TENDER SUBMISSION)	30
C.2.2 ACCEPTANCE (TO BE COMPLETED BY THE CCT)	31
C.2.3 SCHEDULE OF DEVIATIONS (TO BE COMPLETED BY THE CCT UPON ACCEPTANCE)	
C.2.4 CONFIRMATION OF RECEIPT (TO BE COMPLETED BY SUPPLIER UPON ACCEPTANCE)	33
C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT	
C.4 PRICE SCHEDULE	35
C.5 SPECIFICATION(S)	36
C.6 SPECIAL CONDITIONS OF CONTRACT	51
C.7 GENERAL CONDITIONS OF CONTRACT	
C.8 ANNEXURES	73
Annexure A – Pro Forma Insurance Broker's Warranty	73
Annexure B – Monthly Project Labour Report	74
ANNEXURE C - PRO FORMA PERFORMANCE SECURITY/ GUARANTEE- (NOT USED)	76
ANNEXURE D - PRO FORMA ADVANCE PAYMENT GUARANTEE-(NOT USED)	78
Annexure F - Tender Returnable Documents	81
Schedule F.1: Contract Price Adjustment	81
Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums	82
Schedule F.3: Declaration for Procurement above R10 million	
Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022	
Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)	87
Schedule F.6: Conflict of Interest Declaration	
Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)	90
Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT	92
Schedule F.9: Certificate of Independent Tender Determination	
Schedule F.10: Proposed Deviations And Qualifications By Tenderer	94
Schedule F.11: List of Other Documents Attached By Tenderer	
Schedule F.12: Record of Addenda to Tender Documents	96
Schedule F.13: Information to Be Provided With the Tender	97
Schedule F.14: Appeal Application	116

THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED : 29 AUGUST 2025

SITE VISIT/CLARIFICATION MEETING : Time: 10:00 am on Date: 16 SEPTEMBER 2025

(Not compulsory, but strongly recommended)

VENUE FOR SITE VISIT/CLARIFICATION MEETING: Venue: Events Department, 10th Floor Tower

Block 2bay,12 Hertzog Boulevard, Cape Town.

Stakeholders may also attend via MS Teams.

Join the meeting now

Meeting ID: 339 581 830 385 7

Passcode: uW9Fu6xo

TENDER BOX & ADDRESS : Tender Box as per front cover at the Tender &

Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape

Town.

: The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and

address of the tenderer, the endorsement "TENDER NO 39S/2025/26 - TENDER

DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

the tender box number 224. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender

box before closing time.

If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively

instructed.

CCT TENDER REPRESENTATIVE : Name: Alicia Borrens

Email: Alicia.borrens@capetown.gov.za

CCT TENDER REPRESENTATIVE : Email: scm.tenders6@capetown.gov.za

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS "OR EQUIVALENT"

T.2 CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (hereafter referred to as the "CCT") and each tenderer submitting a tender offer (hereinafter referred to as the "tenderer" or the "supplier") shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these "Conditions of Tender"). The tenderer and the CCT shall collectively hereinafter be referred to as the "Parties" and individually a "Party"). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

The Parties agree that this tender Tender Document Goods and Services (hereinafter referred to as the "Tender" / "Tender Document"), its evaluation and acceptance and any resulting contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the "Contract"), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT's website.

Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the Contract and/or this tender and/or any applicable laws.

- 2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.
- **2.1.1.3** The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

- **2.1.2.1** The additional requirements contained in Annexure F to the contract (hereinafter referred to as the "returnable documents" / "Returnable Schedules") are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.
- **2.1.2.2** These Conditions of Tender and returnable Documents which are required for CCT's tender evaluation purposes herein, shall form part of the Contract arising from the CCT's corresponding invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, <u>unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee</u>. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

2.1.4 The CCT's right to accept or reject any tender offer

- **2.1.4.1** The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:
 - (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
 - (b) funds are no longer available to cover the total envisaged expenditure; or
 - (c) no acceptable tenders are received;
 - (d) there is a material irregularity in the tender process; or
 - (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

The City intends to appoint a panel of service providers across two (2) categories of catering/event services. Tenderers may submit a tender for one or both categories, based on their expertise and capacity. Each category will be evaluated and awarded independently, and appointment to the panel in one category does not guarantee appointment in any other category.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods and services after a secondary competitive process is undertaken based upon the rates tendered and the status level of contribution as verified during the awarding of the main tender. The order will always be offered and, if accepted, allocated to the highest ranked tenderer, and only if he refuses will the work be offered to the next ranked tenderer. The City will provide a timeline to accept or refuse the services to be rendered. In the event the winner refuses the assignment, the next ranked tenderer will be approached.

The contract period shall be for a period of 36 months from the commencement date of the contract with the intention commencement of 1 July 2027.

NB: See specifications for further procurement procedures to be followed in terms of the panel appointment.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will be followed.

2.1.5.3 Nomination of Standby Bidder

"Standby Bidder" means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and gueries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain

management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
 - i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the consider the appeal and **may confirm**, **vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:

The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000 Via email at: MSA.Appeals@capetown.gov.za

2.1.6.5 All requests referring to clause 2.1.6.3 must be submitted in writing to:

The City Manager - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000 Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to: The City Manager - C/o the Information Officer, Office of the City Manager Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001 Via post at: Private Bag X9181, Cape Town, 8000

Via email at: Popia@capetown.gov.za.

2.1.6.7 Compliance to the CCTs Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.13: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account: CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as $\frac{1}{2}$ (Administrative cost of the tender appeal) + 0.25 %(Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address https://secure.csd.gov.za.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item

C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
 - j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- I) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting (Not applicable)

A non-compulsory virtual/hybrid meeting to be held.

2.2.1.1.4 Eligibility/Mandatory requirements

VALID BUSINESS LICENCE:

b) Business Licenses remain valid for as long as the stipulated license holder remains unchanged. Should a business be sold, a new licence must be applied for. Licenses can be applied for at any Environmental Health office within the City of Cape Town. According to the <u>Businesses Act - 71 of 1991</u>, the following businesses must apply for and obtain a trade license prior to commencement of their operations:

Health and Entertainment / Hawking in Meals

c) VALID COA (Certificate of Acceptability):

d) The City's Environmental Health Department COA's: Application forms are available on the CCT website. The Minister of Health has, in terms of section 35, read with section 40 of the Health Act 63 of 1977, promulgated the Regulations Governing

General Hygiene Requirements for Food Premises and the Transport of Food R918 of 1999. These regulations were published in the Government Gazette dated 30 July 1999. No. 20318.

e) HALAAL CERTIFICATION (applicable to all Haalal caterers from any of these accepted certifiers)

- f) **MJC Halaal Trust**: The Muslim Judicial Council (M.J.C.) is a recognised non-governmental, Islamic Religious Authority and Judiciary and represents over 140 Mosques within the Western Cape region. The Division responsible for Halaal Certification & Monitoring is registered as a Trust with the South African Government.
- g) **SANHA**: The South African National Halaal Authority (SANHA) is an international, non-profit organisation, representing the Muslim Ummah on all matters pertaining to the general application of the term Halaal with specific reference to Islamic dietary laws.
- h) **NIHT**: The **National Independent Halaal Trust** formerly the (IHT) aspires to the highest Halaal standards as prescribed by the Sharia (Islamic Law), these standards have been set up by Mufti's and various Ulema from across the Islamic ideological spectrum.
- i) **ICSA:** Islamic Council of South Africa was originally formed as an umbrella body of Muslim organizations in South Africa. To be certified by ICSA, the procedures as outlined by the council must be adhered to.

NB: Tenderers to provide any of the 4 as listed above. The certificates must be in the name of the tendering entity or entities.

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

CATEGORY 1: FUNCTIONALITY: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES, MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE

	Evaluation Criteria	Applicable values/points	Weight
1.	Proof of Experience	Please provide up to five examples as defined below, with points allocated as listed below.	
		Catering Service provided for corporate events –	
		- Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)	
		- Type of Catering provided (1pt)	
		- Additional Services Provided (1pt)	
		 Provided images of tent setup with draping, satellite kitchen, lighting etc (2pts) 	
		- Status level of catering (1pt)	
		- Value of Contract (1pt)	
		2) Catering Service provided	35

- Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)
- Type of Catering provided (1pt)
- Additional Services Provided (1pt)
- Provided catering menu-5 course meal (2pts)
- Status level of catering (1pt)
- Value of Contract (1pt)

3) Catering Service provided

- Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)
- Type of Catering provided (1pt)
- Additional Services Provided (1pt)
- Provided catering menu- Buffet (2pts)
- Status level of catering (1pt)
- Value of Contract (1pt)

4) Catering Service provided

- Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)
- Type of Catering provided (1pt)
- Additional Services Provided (1pt)
- Provided catering menu- Cocktail style (2pts)
- Status level of catering (1pt)
- Value of Contract (1pt)

5) Catering Service provided

- Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)
- Type of Catering provided (1pt)
- Additional Services Provided (1pt)
- Provided images of a bar setup done for 500 guests (2pts)
- Status level of catering (1pt)
- Value of Contract (1pt)

		Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types Cocktail function (5pts)	20
2.	Wasses Bases	- Formal Gala Dinner (5pts)	20
	Venue Decor	- Conference networking area (could include lounge pockets)-	
		(5pts)	
		- Buffet style (5pts)	
		NB!!! Images should include venue décor used including table setups where applicable.	
		Provide and explanation on how you deal with the following elements from a health and safety perspective:	15
3.	Health & Safety	 Waste Management at event. (5pts) List safety measures and safety equipment for tent set up (5pts) Explain what measures you have put in place to maintain 	
		food standards from a health and safety perspective (5pts) Indicate if you have access to the below equipment	22
		- Tables (1pt)	
		- table Linen (1pt)	
		- Chairs (1pt)	
		- lounge furniture (1pt)	
		- Chair covers (1pt)	
		- Props (1pt)	
		- Vases (1pt)	
4	Equipment	- Draping (1pt)	
		- Decorative lighting (1pt)	
		- Picket Fencing (1pt)	
		- Bar set-up, equipment (1pt)	
		- Coffee/tea station equipment (1pt)	
		- Satellite kitchen service (1pt)	
		- Crockery (1pt)	
		- Cutlery (1pt)	
		- Ovens (1pt)	
		- Chaffing dishes (1pt)	
		- Room temperature logistics (1pt)	
		- Heating & Cold Facilities (1pt)	
		- Generator (1pt)	
		- Vehicles (2pts)	

		The following staff is relevant: and indicate if you have access to below staff	8
		- Supervisor/s (1pt)	
5	Staff Complement	- Hospitality manager (1pt)	
		- Driver (1pt)	
		- Head Chef/Chefs (1pt)	
		- Waiters (1pt)	
		- Accountant (1pt)	
		- Creative Décor Officer (1pt)	
		- Floor Manager (1pt)	
	TOTAL		100

The minimum qualifying score for functionality is 60 out of a maximum of 100.

CATEGORY 2: FUNCTIONALITY: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS AND DIRECTORS ATTEND OR OFFICIATE

	Evaluation Criteria	Applicable values/points	Weight
1	Proof of Experience	Please provide up to five examples as defined below, with points allocated as listed below. 1) Catering Service provided	35
		 Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) 	
		- Type of Catering provided (1pt)	
		- Additional Services Provided (1pt)	
		 Provided images of tent setup with draping, satellite kitchen, lighting etc (2pts) 	
		- Status level of catering (1pt)	
		- Value of Contract (1pt)	
		2) Catering Service provided	
		 Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) 	
		- Type of Catering provided (1pt)	
		- Additional Services Provided (1pt)	
		- Provided catering menu-3 course meal (2pts)	
		- Status level of catering (1pt)	

		-	Value of Contract (1pt)	
		3)	Catering Service provided	
		-	Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)	
		_	Type of Catering provided (1pt)	
		-	Additional Services Provided (1pt)	
		_	Provided catering menu- Buffet (2pts)	
		-	Status level of catering (1pt)	
		-	Value of Contract (1pt)	
		4)	Catering Service provided	
		-	Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)	
		-	Type of Catering provided (1pt)	
		-	Additional Services Provided (1pt)	
		-	Provided catering menu- Cocktail style (2pts)	
		-	Status level of catering (1pt)	
		-	Value of Contract (1pt)	
		5)	Catering Service provided	
		-	Event Name, Date of event where catered, incl. Ref Name & Contact (1pt)	
		-	Type of Catering provided (1pt)	
		-	Additional Services Provided (1pt)	
		-	Provided pre-pack menu done for up to 500 guest and camping menu (breakfast, lunch, supper (2pts)	
		-	Status level of catering (1pt)	
		-	Value of Contract (1pt)	
2	Venue Decor	6)	Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types	20
		_	Cocktail function (5pts)	
		-	Formal Gala Dinner (5pts)	
		-	Conference networking area (could include lounge pockets)-(5pts)	
		-	Buffet style (5pts)	
		NB!!! In	nages should include venue décor used including table setups	
			13	

		where applicable.	
3	Health & Safety	Provide and explanation on how you deal with the following elements from a health and safety perspective:	15
		- Waste Management at event. (5pts)	
		 List safety measures and safety equipment for tent set up (5pts) 	
		- Explain what measures you have put in place to maintain food standards from a health and safety perspective (5pts)	
4	Equipment	Indicate if you have access to the below equipment	22
		- Tables (1pt)	
		- table Linen (1pt)	
		- Chairs (1pt)	
		- lounge furniture (1pt)	
		- Chair covers (1pt)	
		- Props (1pt)	
		- Vases (1pt)	
		- Draping (1pt)	
		- Decorative lighting (1pt)	
		- Picket Fencing (1pt)	
		- Bar set-up, equipment (1pt)	
		- Coffee/tea station equipment (1pt)	
		- Satellite kitchen service (1pt)	
		- Crockery (1pt)	
		- Cutlery (1pt)	
		- Ovens (1pt)	
		- Chaffing dishes (1pt)	
		- Room temperature logistics (1pt)	
		- Heating & Cold Facilities (1pt)	
		- Generator (1pt)	
		- Vehicles (2pts)	
5	Staff Complement	The following staff is relevant:	8
		- Supervisor/s (1pt)	
		- Hospitality manager (1pt)	
		- Driver (1pt)	
		- Head Chef/Chefs (1pt)	
		- Waiters (1pt)	
<u> </u>	1		

	- Accountant (1pt) - Creative Décor Officer (1pt) - Floor Manager (1pt)	
TOTAL		100

The minimum qualifying score for functionality is 60 out of a maximum of 100.

NB: Tenderers to complete Annexures F13A to F13H and provide images/evidence as required in the respective annexure/s.

Tenderers to indicate category/ies of choice

Tenderers may select either category 1 or 2 or alternatively tender for both categories. Tenderers to mark which category/ies they choose to tender for.

Categories	Mark with an X for category/ies of choice
Category 1	
Category 2	

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is detailed in the specifications and the annexures provided:

2.2.1.1.7 Provision of samples

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive. (**Only applicable at the secondary process**)

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

2.2.6 Acknowledge and comply with notices

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

2.2.7 Clarification meeting

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

2.2.9 Pricing the tender offer

2.2.9.1 The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

2.2.11.2 Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

- **2.2.12.1** The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.
- **2.2.12.2** The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- 2.2.12.3 The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.
- 2.2.12.4 Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.
- 2.2.12.5 The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.
- **2.2.12.6** The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- **2.2.12.7** Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.
- 2.2.12.8 By signing the offer part of the Form of Offer (Section C.2.1) the tenderer warrants and agrees that

all information provided in the tender submission is true and correct.

- 2.2.12.9 Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.
- 2.2.12.10 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled List of Other Documents Attached by Tenderer.

2.2.13 Information and data to be completed in all respects

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

- **2.2.14.1** The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.
- **2.2.14.2** If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
- **2.2.14.3** The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

- **2.2.15.1** The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.
- **2.2.15.2** Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.
 - In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bod Adjudication Committee ("BAC") for noting.
- 2.2.15.3 A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:
 - a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
 - b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the

tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

2.2.16 Clarification of tender offer, or additional information, after submission

Tenderers shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

- **2.2.17.1** Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.
- **2.2.17.2** The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:
 - a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
 - b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract.
 - d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing

conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.

- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

- **2.3.1.1** Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.
- **2.3.1.2** The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

2.3.2 Issue Notices

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

- **2.3.3.2** Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.
- **2.3.3.3** Make available a record of the details announced at the tender opening meeting on the CCT's website (http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx.)

2.3.4 two-envelope system

2.3.4.1 Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

- **2.3.7.1** Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:
 - a) complies with the requirements of these Conditions of Tender,
 - b) has been properly and fully completed and signed, and
 - c) is responsive to the other requirements of the tender documents.
- **2.3.7.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:
 - a) Detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
 - b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
 - c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

- 2.3.8.1 Check the responsive tenders for:
 - a) The gross misplacement of the decimal point in any unit rate;
 - b) Omissions made in completing the Price Schedule; or
 - c) Arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule: or
 - ii) The summation of the prices; or
 - iii) Calculation of individual rates.
- **2.3.8.2** The CCT must correct the arithmetical errors in the following manner:
 - a) Where there is a discrepancy between the amounts in words and amounts in figures, the

- amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

- **2.3.10.1.1** The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.
- **2.3.10.1.2** For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:
 - a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
 - b) If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one
 - c) If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
 - d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
 - e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.

- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).
- **2.3.10.1.3** Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference).

- **2.3.10.3.1** Points for price will be allocated in accordance with the formula set out in this clause based on the tender sum / amount as set out in the **Price Schedule (Section C.4]**.
- **2.3.10.3.2** Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.
- **2.3.10.3.3** The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times (1 - (\underline{Pt - Pmin}))$$

$$Pmin$$

Where: Ps is the number of points scored for price.

Pt is the price of the tender under consideration. Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B1: Awards above R750 000 and up to R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (80/20) Equal/ below R50 mil	Evidence	Additional Guidance
	Persons, or categories of persons, historical	y disadvantaged	- (HDI) by unfair discriminatio	n on the basis of
1	Gender are women (ownership)* >75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points	5	Company Registration Certification	Intellectual Property Commission
	>25% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points		 Central Supplier Database report 	Report name: CSD Registration report
2	Race are black persons (ownership)* >75% - 100% black ownership: 5 points	5	B-BBEE certificate;	 South African National Accreditation System approved certificate or commissioned sworn affidavit

	>50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points		Company Registration Certification Intellectual Property Commission
	0% black ownership = 0 points		Central Supplier
3	Disability are disabled persons (ownership)* WHO disability quideline	3	 Proof of disability Medical certificate/ South African Revenue Services disability registration
	>2% ownership: 3 points >0% - 2% ownership: 1.5 point 0% ownership = 0 points		Company Registration Certification Intellectual Property Commission
	Reconstruction and Development Programn	ne (RDP) as publi	shed in Government Gazette
4	Promotion of Micro and Small Enterprises Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996 SME partnership, sub-contracting, joint venture or consortiums	7	B-BBEE status level of contributor; Specifically in line with the respective sector codes which the company operates, South African National Accreditation System approved certificate or commissioned sworn affidavit
			South African owned enterprises; Certificate of incorporation or commissioned sworn affidavit
			Financial Statement to determine annual turnover Latest financial statements (1 Year)
	Total points	20	

*Ownership: main tendering entity

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

- **2.3.12.1** Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.
- **2.3.12.2** Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.
- **2.3.12.3** Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):
 - a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
 - b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
 - c) has the legal capacity to enter into the contract,
 - d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
 - e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

- 2.3.12.4 The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):
- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate an Standby bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy.

2.3.13 Prepare contract documents

- **2.3.13.1** If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:
 - a) Notices issued during the tender period,
 - b) Inclusion of some of the returnable documents, and
 - c) Other revisions agreed between the CCT and the successful tenderer.
- 2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14 Notice to successful and unsuccessful tenderers

- 2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice
- **2.3.14.2** The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES

SUPPLY CHAIN MANAGEMENT

SCM - 542 Approved by Branch Manager: February 2024



Version: 10 Page

Page 28 of 80

TENDER NO: 39S/2025/26

TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR

EVENTS OF THE CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT NOT

EXCEEDING 30 JUNE 2030

THE CONTRACT

THE CITY OF CAPE TOWN						
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended ("the Purchaser") herein represented by						
AUTHORISED REPRESENTATIVE						

AND

	SUPPLIER
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The "Supplier" / "tenderer")	
TRADING AS (if different from above)	
REGISTRATION NUMBER	
PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER	
AUTHORISED REPRESENTATIVE	
CAPACITY OF AUTHORISED REPRESENTATIVE	

(HEREINAFTER COLLECTIVELY REFERRED TO AS "THE PARTIES" AND INDIVIDUALLY A "PARTY")

NATURE OF TENDER OFFER (please indicate below)					
Main Offer (see clause 2.2.11.1)					
Alternative Offer (see clause 2.2.11.1)					

C.1 DETAILS OF TENDERER/SUPPLIER 1.1 Type of Entity (Please tick one box) Individual / Sole Proprietor Close Corporation Company Partnership or Joint Venture or Trust Other: Consortium 1.2 Required Details (Please provide applicable details in full): Name of Company / Close Corporation or Partnership / Joint Venture / Consortium Individual /Sole Proprietor Trading as (if different from above Company / Close Corporation registration number (if applicable) Postal address Postal Code Physical address (Chosen Domicilium Citandi Et **Executandi)** Postal Code Name: Mr/Ms (Name & Surname) Contact details of the person duly Telephone :(___ Fax :(authorised to represent the tenderer Cellular Telephone: E-mail address: Income tax number **VAT** registration number **SARS Tax Compliance Status PIN CCT Supplier Database Registration** Number (See Conditions of Tender) **National Treasury Central Supplier** Database registration number (See Conditions of Tender) Is tenderer the accredited representative in South Africa for the Goods / Services / □Yes □No Works offered? If yes, enclose proof Is tenderer a foreign based supplier for Yes □No the Goods / Services / Works offered? If yes, answer the Questionnaire to Bidding Foreign Suppliers (below) Questionnaire to Bidding Foreign a) Is the tenderer a resident of the Republic of South Africa or an entity **Suppliers** registered in South Africa? ☐Yes b) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐Yes □No c) Does the tenderer have any source of income in the Republic of South Africa? ☐Yes d) Is the tenderer liable in the Republic of South Africa for any form of

□No

taxation?

☐Yes

Other Required registration numbers

C.2 FORM OF OFFER AND ACCEPTANCE

TENDER [DP8719S/2024/2025 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN]

C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

- 1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
- 2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT:
- confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the
 price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents;
 that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s),
 rate(s) and calculations will be at its own risk;
- 4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule**.
- 5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT YEAR)	(PLACE) ON THE _	(DAY) OF	 _ (MONTH AND
For and on behalf of the Supplier (Duly Authorised) Name and Surname:		Witness 1 Signature Name and Surname:	
		Witness 2 Signature Name and Surname:	

INITIALS OF CCT OFFICIALS							
1	2	3					

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER [DP8719S/2024/2025 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN]

C.2.2 Acceptance (To Be Completed by the CCT)

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after receiving a complete, copy of the Contract, including the *Schedule of Deviations* (if any), contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

For and on behalf of the City of Cape Town
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER [DP8719S/2024/2025 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN]

C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)

Notes:

- 1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
- 2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- 3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
- 4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

| 1 Subject |
 | |
|-----------|------|------|------|------|------|------|------|------|------|--|
| Details |
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| 4 Subject |
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By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER [DP8719S/2024/2025 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The	(Day)
Of	. (Month)
20 (year)	
At	(Place)
For the Supplier: Signature(s) Name(s)	
	Name

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE AND	CCT (HEREINAFTER CALLED THE "CCT")
(Supplier/Mandatary/Company/CC Name)	,
IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HI AMENDED.	EALTH AND SAFETY ACT, 85 OF 1993 AS
I,	, representing
in its own right in its own right, do hereby undertake to ensure, a will be performed, and all equipment, machinery or plant us provisions of the Occupational Health and Safety Act (hereaft thereunder.	ed in such a manner as to comply with the
I furthermore confirm that I am/we are registered with the Compe and assessment monies due to the Compensation Commissione with an approved licensed compensation insurer.	
COID ACT Registration Number:	
OR Compensation Insurer:	Policy No.:
I undertake to appoint, where required, suitable competent personal ones. OHSA and the Regulations and to charge him/them with the dutance Regulations as well as the Council's Special Conditions of Corprocedures are adhered to as far as reasonably practicable.	ty of ensuring that the provisions of OHSA and
I further undertake to ensure that any subcontractors employed and safety agreement separately, and that such subcontractors	
I hereby declare that I have read and understand the Occupation in this tender and undertake to comply therewith at all times.	nal Health and Safety Specifications contained
I hereby also undertake to comply with the Occupational Health and approved in terms thereof.	n and Safety Specification and Plan submitted
Signed aton the	day of20
Witness	Mandatary
Signed at on the	.day of20
Witness	for and on behalf of CCT

C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT"

NO PRICING IS REQUIRED AT TENDERING STAGE. A SECONDARY COMPETITIVE PROCUREMENT PROCESS

	INITIALS OF CCT OFFICIALS						
1	2	3					

C.5 SPECIFICATION(S)

5.1 INTRODUCTION

The City of Cape Town on an ad-hoc basis require reputable catering companies to provide professional catering services for a variety of events throughout the City that ranges between Community Events, Corporate Events, National and international VIP delegations Events. Therefore, the City intends to establish a list of approved service providers to render these services as and when required through the competitive process from the approved list.

Prospective bidders are invited to respond to this request in order to be appointed on a panel of service providers to deliver requested catering services. Bidders can participate in all categories or submit according to their relevant catering experience and capabilities in the hospitality industry. Each response must be accompanied by a detailed company profile in accordance with the specifications and responsive criteria as set out within this document.

Only the successful service providers will be eligible to participate in a competitive process in the event where these services are required. Work is not guaranteed.

The process to be followed to appoint a service provider on the panel:

- Tenderers may choose to tender on all or any of the categories indicated below (Category 1-2)
- Submissions will be evaluated in terms of functionality per category in terms of clause 2.2.1.1.4 of the tender document
- The approved service providers that forms the panel will be called to submit event specific offers for the required services through a competitive procurement quotation process as defined by the SCM policy as and when required.
- Provision of evidence for work done in the past are used in this document for functionality evaluation purposes to form part of the approved service provider's panel
- No sub-contracting of the core catering service function will be allowed for this tender

Prospective tenderers will be vetted according to the information that they provide, and only those deemed to be compliant to all the conditions herein stated, will be placed on the catering panel accordingly.

The CCT shall evaluate tenders received during the second competitive phase in terms of the method of evaluation and pricing stated in the tender conditions and award the contract in terms of these Conditions of Tender.

Kindly please complete this document according to what you as the service provider can offer the City:

Refer to individual criteria per 2 Categories provided below:

- Inventory list the tenderer has access to.
- Kindly please note that the City has the right to inspect the goods and services at the premises to ensure good and safe quality
- The City reserves the right to request the tenderer to do a demonstration/ food presentation
- The City has the right to appoint the tenderer in the category that the tenderer's experience, equipment and logistics fit the best

All prospective service providers are to respond to this request with a detailed company profile in accordance with the criteria as set out within this document, including contactable references of at least 5 (five) clients.

When completing this document, particular attention must be given to stating the type of services rendered that may include, but **need not be limited to**:

5.2 CATEGORY 1: <u>CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES, MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE</u>

The City hosts a variety of high-quality events to a variety of public members of society, on small or large scale that may have a short turnaround time and challenging venues for set-up, preparing and offering catering.

These events consist of but not limited to the following: National Events / International Events / VIP delegations Functions / briefing sessions/ conferences / Summits/ Expos / sport events /welcome receptions/ corporate events /service delivery events/ community events and media publicity events, require catering according to a theme, format, culture, dietary requirement and amount of guests (guests can vary from as little as ten to thousands).

Be reminded that catering is for events, and events must comply with the Safety and Sports and Recreation Act 2010, which requires an event permit process to ensure safety and security at events. The tenderer should at all times have access to updated equipment and be aware of new trends in the hospitality industry.

5.2.1 Type of Catering Services for CATEGORY 1 are required in different forms, e.g.

- Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)
- Formal 1 5 course sit-downs with waitron service
- Buffet style with- or without waitron service
- Platters with- or without waitron service (or delivery only)
- Beverage counter set-up and services

The tenderer must prove that they are capable of:

- High-level event catering for small amounts of people (e.g. 20) to large amounts of 1000 and more
- High-level catering menu's, display of plated and platter food
- Catering for events with short turnaround time from appointment
- set-up satellite kitchen services
- doing draping; flooring; lighting and furniture in tents and venues
- provide décor and flowers
- putting safety equipment measures in place e.g. signage, fire extinguishers, fencing
- putting health measures in place e.g., medics, cooling and heating of food, waste management
- providing sufficient staff compliment, well dressed and trained
- providing sufficient catering equipment, cutlery, crockery and serving dishes
- delivering a full bar service for 1000 guests and more
- providing catering with special preferences, e.g. halal, kosher, vegan, and vegetarian catering

Please note that when reference is made to provision of evidence, that your evidence should include the following:

 Your company letter head and/or company logo given to the client, on the evidence, will be helpful to prove that you have rendered this service.

The Caterer should have delivered these services within the last five years (2019-2025) or more experience in the hospitality/catering industry.

Process that will be followed at secondary stage:

The panel will receive a Request for quotation (RFQ) via the SAP portal.

The request for RFQ will be advertised with the specifications required for a special event.

Kindly consider this information and complete the Service List for **Category 1** if your company can provide this service.

5.3 REFER TO RETURNABLE SCHEDULE F13A - PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

5.3.1 List the name of previous experience events of **at least five catering services** your company provided with contact details:

1. Name of Event

Type of catering provided: CHOOSE ONE PER EXAMPLE

- -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)
- -Formal 1 5 course sit-downs with waitron service
- -Buffet style with- or without waitron service
- -Finger snacks / cocktail receptions with and without waitron service
- -Beverage counter set up and staff requirements

Additional Services provided:

(i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)

Client contact name:

Phone number:

Venue where work was performed:

Date of contract

Provide menu as evidence where applicable beverage counter image as evidence

Value of contract

Please indicate for what level of event with guests the catering was provided for:

Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event

CATERING REQUIREMENTS AND MENU

TYPE OF SERVICE	DETAILS
Type of catering provided: - Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: • Provide an example, as evidence, of one (1) event where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor: attach images as evidence
Type of catering provided: -Formal 1 – 5 course sit-downs with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five (5) course meal: attached menu as evidence
Type of catering provided:	Buffet style dinners with a spread of starters, main course with at least two (2) meats and a

-Buffet style with- or without waitron service	variety of desserts can be required: • Provide a buffet style menu, as evidence, for an event you catered for 500 guests include staff required that served the buffet style menu: attach menu as evidence
Type of catering provided	At a cocktail reception, various finger snacks with or without a waitron service can be required:
-Finger snacks / cocktail receptions with and without waitron service	Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 500 guests and include how many waiters were required to serve guests at this event: attach a menu as evidence
Type of services provided:	You could be required to set-up a Bar Service with professional bar furniture for 500 guests:
-Beverage counter set-up and services	 Provide images as evidence of counters and gear your company previously used for 500 guests including mixing gear, ice maker and ice buckets at tables: provide images as evidence

SIGNED	ON BEHALF	OF TE	ENDERER:	 	 	

RETURNABLE SCHEDULE F13 B Logistical Requirements to ensure a professional catering service at an event.

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Logistical Requirements		
TYPE OF SERVICE	DETAILS	REMARK: YES/NO ATTACHE
Venue Décor	Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types	
	 Cocktail function Formal Gala Dinner Conference networking area (could include lounge pockets) Buffet style 	
	NB!!! Images should include venue décor used including table setups where applicable.	
Health and Safety	Provide an explanation on how you deal with the following elements from a health and safety perspective:	
	 Waste Management at event. List safety measures and safety equipment for tent set up Explain what measures you have put in place to maintain food standards from a health and safety perspective 	

SIGNED ON BEHALF OF TENDERER	
·	

5.3.2 REFER TO RETURNABLE SCHEDULE F13 C EQUIPMENT INVENTORY THE TENDERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipment Inventory the tendered has access to.		
Tables	Cocktail	
	Rectangular	
	Trestle	
	round (sizes)	
Table linen	Selection of colours	
	 Sizes of tablecloths to fit tables 	
	 Overlays (colours), etc 	
	Skirts to dress tables	
Chairs & colours	Plastic	
	Classic	
	tiffany	
	wooden	
	• cafe	
Chair covers & colours	Black	
	White	
	tie backs	
Lounge furniture	Couches	
Louring runniaro	coffee tables	
	ottomans	
	carpets, red carpets	
Props & Flowers	Plinths	
Trops & Flowers	Registration plinths	
	chandeliers	
	items for centre pieces	
	 table décor pieces 	
	flowers for the stage	
	 Flowers as centre pieces 	
Draping & colours & type of fabric	roof draping	
Draping & colours & type of lablic		
	SwagsSafety gear	
Decorative fencing	Stanchions	
Decorative lending		
Decorative lighting & colours	Picket fencing Parcan	
Decorative lighting & colours		
	uplighters fair lights	
Poverage counter set up, and equipment	fairy lights	
Beverage counter set up, and equipment	- Royarago accessorios list og mising	
	 Beverage accessories list, eg mixing gear, ice maker and Ice buckets at 	
	tables	
	Different beverage counters	
Satellite kitchen set up and equipment	Service provider has access to different	
Satomo Monon Set up and equipment	satellite kitchen: eg, tent, and mobile kitchens	
	safety equipment, etc	
Coffee / tea stations	Coffee grinders	
2	coffee machines	
	1 00.100 1.1401111100	

	urns
Crockery	Designs and colours tenderer have access to
Cutlery	Variety designs and colours the tendered has access to
Vases	Provide images and quantities available where applicable: Shapes, sizes, colours
Ovens & Chaffing dishes	Different sizes for different use
Heating:	ovenshot traysmicrowave ovens
Cold Facilities:	fridges, cold trucks etc to keep food room temperature or cold
Room temperature logistics	HeatersOutdoor heatersFansAir condition units
Generators	 Generators for kitchen service Electrical leads Electrician Distribution boards
Vehicles	List vehicles the tenderer has access to

5.3.3 REFER TO RETURNABLE SCHEDULES F13 D STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Staff Complement:

Please provide evidence that you have access to staff and list their role and responsibilities, years of relevant experience and amount and non-permanent staff.

The following staff is relevant:

- Supervisor/s
- Hospitality manager
- Driver
- Head Chef/Chefs
- Waiters
- Accountant
- Creative Décor Officer
- Floor Manager:

5.4 CATEGORY 2: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS, DIRECTORS ATTEND OR OFFICIATE. WHERE EXECUTIVE MANAGEMENT MAY OR MAY NOT BE IN ATTENDANCE, BUT MIGHT BE REPRESENTED BY A, SENIOR OFFICIAL

The City hosts a variety of high-quality events to a variety of public members of society on small or large scale that can have a short turnaround time and challenging venues for set-up, preparing and offering catering.

These events: National Events / International Events / VIP delegations Functions / briefing sessions/ conferences / Summits/ Expos / sport events /welcome receptions/ corporate events /service delivery events/ community events and media publicity events, require catering according to a theme, format, culture, dietary requirement and number of guests (guests can vary from as little as 10 to thousands). The tenderer should always have access to updated equipment and be aware of new trends in the hospitality industry.

5.4.1 Type of Catering Services for **CATEGORY 2** are required in different forms, e.g. But it's not limited to the below catering only.

- Outdoor with tent (our caterers sometimes need to set up a kitchen tent with mayoral events)
- Formal 1 3 course sit-downs with waitron service
- Buffet style with- or without waitron service
- Finger snacks / cocktail receptions with and without waitron service
- Prepacked meals / delivery meals for camping (VIP Delegations, executive)

The tenderer must prove that they are capable of:

- High-level event catering for small amounts of people (e.g. 20) to large amounts of up to 500 and more
- Cater for events with short turnaround time of 5 days from appointment
- set-up satellite kitchen services
- putting health measures in place, e.g. medics, cooling and heating of food, waste management
- · putting safety measures place, e.g. signage, fire extinguishers
- providing sufficient staff complement
- providing décor and flowers (including draping)
- providing sufficient catering equipment
- providing catering with special preferences, e.g. halal, kosher, vegan, vegetarian catering

Please note that when reference is made to provision of evidence, that your evidence should include the following:

Your company letter head and/or company logo given to the client, on the evidence, will be helpful to
prove that you have rendered this service.

Caterer should have five or more years' experience in the hospitality/catering industry

Kindly consider this information and complete the Service List for **Category 2** if your company can provide this service.

5.5 REFER TO RETURNABLE SCHEDULE F13E - PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

5.5.1 List the name of past experience of **at least five catering services** your company provided with contact details:

2. Name of Event

Type of catering provided: CHOOSE ONE PER EXAMPLE

- -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)
- -Formal 1 3 course sit-downs with waitron service
- -Buffet style with- or without waitron service
- -Finger snacks / cocktail receptions with and without waitron service
- -Prepacked meals / delivery (VIP Delegations, executive)

Additional Services provided:

(i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)

Client contact name:

Phone number:

Venue where work was performed:

Date of contract

Provide menu as evidence

Value of contract

Please indicate for what level of event with guests the catering was provided for:

Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event

CATERING REQUIREMENTS AND MENU

TYPE OF SERVICE	DETAILS
Type of catering provided: - Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: • Provide an example, as evidence, of one (1) event where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor: attach images as evidence
Type of catering provided: -Formal 1 – 3 course sit-downs with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five (5) course meal and include staff compliment used to serve the 5-course meal:
Type of catering provided:	Buffet style dinners with a spread of starters, main

-Buffet style with- or without waitron service -	course with at least two (2) meats and a variety of desserts can be required: • Provide a buffet style menu, as evidence, for an event you catered for 500 guests and include staff required that prepared and served the buffet style menu: attach menu as evidence
Type of catering provided -Finger snacks / cocktail receptions with	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot
and without waitron service	and cold finger snacks were served at a cocktail reception your company hosted for 500 guests and include how many waiters were required to serve guests at this event: attach a menu as evidence
Type of catering provided:	Catering services can be required at numerous sport and camping events. Provide evidence of a
-Pre-packed meals / delivery VIP delegations, and camping events	food parcels menu with packaging your company catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a menu as evidence

5.5.2 REFER TO RETURNABLE SCHEDULE F13F LOGISTICAL REQUIREMENTS TO ENSURE A PROFESSIONAL CATERING SERVICE AT AN EVENT.

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Logistical requirements		
TYPE OF SERVICE	DETAILS	REMARK: YES/NO/ ATTACHED NO:
Venue Décor	Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types	
	 Cocktail function Formal Gala Dinner Conference networking area (could include lounge pockets) Buffet style 	
	NB!!! Images should include venue décor used including table setups where applicable.	
Health and Safety	Provide an explanation on how you deal with the following elements from a health and safety perspective:	
	 Waste Management at event. List safety measures and safety equipment for tent set up Explain what measures you have put in place to maintain food standards from a health and safety perspective 	

SIGNED ON BEHALF OF TENDERER:

5.5.3 REFER TO RETURNABLE SCHEDULE F13G EQUIPMENT & INVENTORY THE TENDERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipme	ent the tendered has access to
Tables	Cocktail
	Rectangular
	Trestle
	round (sizes)
Table linen	Selection of colours
	Sizes of tablecloths to fit tables
	Overlays (colours), etc
	Skirts to dress tables
Chairs & colours	Plastic
	Classic
	tiffany
	• wooden
	cafe
Chair covers & colours	White
	black
	tie backs
	variety of colours in chair covers
	Others
Lounge furniture	Couches
	coffee tables
	ottomans
	carpets, red carpets
Props & Flowers	Registration plinths
	chandeliers
	items for centre pieces
	table décor pieces
	flowers for the stage
	Flowers as centre pieces
Draping & colours & type of	roof draping
fabric	Swags
	Safety gear
Decorative fencing	Stanchions
J	Picket fencing
Decorative lighting & colours	
	Parcan
	uplighters
	fairy lights
Beverage counters set up,	Beverage counters
equipment and service	Beverage accessories list, eg mixing gear, ice
	maker and Ice buckets at tables
	Bar Tenders and bar waiters available for how
	many attendees
Satellite kitchen set up and	All detail to provide a satellite kitchen: eg, tent,
equipment	safety equipment, appliances, etc

Coffee / tea stations	Coffee grinders	
	coffee machines	
	• urns	
Crockery	 Colours and designs available: 	
Cutlery	 Colours and designs available: 	
Vases	Shapes, sizes, colours	
Ovens & Chaffing dishes	Different sizes for different use:	
Heating:	• ovens	
	hot trays	
	microwave ovens	
Cold Facilities:		
	fridges, cold trucks, etc to keep food room temperature or	
	cold	
Room temperature logistics	Heaters	
	Outdoor heaters	
	• Fans	
	Air condition units	
Generators	Generators for kitchen service	
	Electrical leads	
	Electrician	
	Db boards	
Vehicles	Provide images and quantities where applicable:	
	List vehicles	

5.5.4 REFER TO RETURNABLE SCHEDULES F13 H STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Staff Complement:

Please provide evidence that you have access to staff and list their role and responsibilities, years of relevant experience and amount and non-permanent staff.

The following staff is relevant:

- Accountant
- Supervisor/s & Hospitality manager
- Head Chef/Chefs
- Waiters
- Admin staff
- Drivers
- Creative décor officer
- Floor Manager

5.5 TRADE NAMES OR PROPRIETARY PRODUCTS

Bid specifications may not make any reference to any particular trademark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

OHAS note: The tender specification must include a section that deals with occupational health and safety and which must specifically indicate any risks/dangers in respect of the goods or services to be procured, to enable tenderers to formulate an appropriate health and safety plan to submit upon request to do so.

The specification shall not contain any provisions which contradict or are already contained in the GCC and SCC.]

[5.7] TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

[5.8] EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

[5.9] FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

a) Monthly Project Labour Report (described below). Not applicable

The Monthly Project Labour Report must include details of <u>all</u> labour (including that of sub-contractors) that are South African citizens earning less than **[R]** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

1. Definitions

Insert new clause 1.1A with the following:

- 1.1A "Commencement Date" means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the Schedule of Deviations (if any).which date shall not be before 01 July 2027
- 1.1B "Conditions of Contract" means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

Delete Clause 1.15 and substitute with the following

1.15 The word 'Goods' is to be replaced everywhere it occurs in the GCC with the phrase 'Goods and / or Services' which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words "supplies" and "services" occurs in the GCC.

Delete Clause 1.19 and substitute with the following

1.19 The word 'Order' is to be replaced everywhere it occurs in the GCC with the words 'Purchase Order' which means the official purchase order authorised and released on the Purchaser's SAP System.

Delete Clause 1.21 and substitute with the following:

1.21 'Purchaser' means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

Add the following after Clause 1.25:

- 1.26 'Supplier' means the provider of Goods and / or Services with whom the Contract is concluded also referred to as "contractor" in the GCC.
- "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 "Working Day" means Monday to Friday excluding weekends and Public Holidays (in the Republic of Sotuh Africa).

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance

- stated in the Contract, if any,
- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.
- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
 - a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11).
 - c) Initial delivery programme, and
 - d) Other requirements as detailed in the Contract.
- 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Servces including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for

payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

5.6 Publicity and publication

The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.

5.7 Confidentiality

Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.

- 5.8 Intellectual Property
- 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
- 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
- 5.8.3 The Supplier shall, and warrants that it shall:
- 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
- 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such

product, the product shall be, and be deemed in law to be, owned by the Purchaser;

- 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchser;
- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clasue 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

Add the following after clause 5.8:

5.9 **Protection of Personal Information Act of 2013**

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exits therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 **PERFORMANCE MONITORING**

5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

7. Performance Security

Not Applicable. Tenderers must disregard the **Pro Forma Performance Security/ Guarantee** and are not required to furnish same.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

8.2 If it is a bid condition that Goods and/or Services 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 Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

- 10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.
- 10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

11. Insurance

Add the following after clause 11.1:

- 11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:
- 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
- 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the

- Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).
- [11.2.4 In the case of Contracts for delivery of professional services, Professional indemnity insurance providing cover in an amount of not less than [**R5 million**] in respect of each and every claim during the contract period.]
- 11.2.5 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.
- 11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.(This will be determined in the secondary process)

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

- 16.1 Payment of invoices will be made:
- 16.1.1Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.
- 16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

Delete Clause 16.2 in its entirety and replace with the following:

16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

- 16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.
- 16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser's Treasury Department.
 - 16.6.1 The Advance Payment Schedule applicable to this Contract is set out below. The items of plant and materials which have been identified by the Purchaser as being suitable for advance payment in terms of this Contract are listed in the table below, and for which the Purchaser is prepared to make advance payment to the Supplier, subject to the conditions below. Should an item or items be added to the list at tender stage by a tenderer, no obligation to advance payment shall be incurred by the Purchaser, for such items added by the tenderer except as provided for herein.

Plant and materials which have been	Plant and materials yet to be manufactured and for
manufactured and are stored by the supplier	which a deposit with order is required from the

supplier by a third party manufacturer/supplier, and which may be stored by the supplier:

- 16.6.2 The Supplier can only rely on advance payment being permitted by the Purchaser in respect of the plant and materials listed in the table above. The Purchaser may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the Supplier.
- 16.6.3 Not applicable. Advance payment for the purposes of deposits will only be provided up to a limit of the value of any one item being claimed.
- 16.6.4 The Supplier shall provide the Purchaser with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.
- 16.6.5 The Supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the Supplier. The Supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the Purchaser upon request, for the whole value of the item.

17. Prices

Add the following after clause 17.1

- 17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.
- 17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.
- 17.4 The prices for the goods and/or Services delivered and services performed shall be subject to contract price adjustment in terms of Schedule F.1 Contract Price Adjustment and/or Rate of Exchange Variations and the following conditions will be applicable (**Prices are firm and not subject to adjustment**)

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

20. Subcontracts

Add the following after clause 20.1:

20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or

- employees as fully as if they were the acts, defaults or negligence of the Supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relive the Supplier from any liability or obligation under the Contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be [penalties will be detailed in the individual Quotations issued in the secondary procurement competitive phase of the process]

22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

If the Supplier fails to remedy the breach in terms of such notice.

Add the following after clause 23.7:

- 23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:
- 23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

- 23.8.2 If the Parties, by mutual agreement, terminate the Contract.
- 23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).
- 23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

27. Settlement of Disputes

Amend clause 27.1 as follows:

27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events,

or where no such amounts are stated, to an amount equal to twice the Contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

- 28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:
 - a) personal injury or loss of life to any individual;
 - b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

- 28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.
- Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.
- 28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

- Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:
 - a) hand delivered on the day delivery of delivery or the next Working Day,
 - b) sent by registered mail five (5) Working Days after mailing,
 - c) sent by email or telefax one (1) Working Day after transmission.

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

Add the following after clause 32.3:

32.4 The VAT registration number of the CCT is 4500193497.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

TABLE OF CLAUSES

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

1. Definitions

- 1. The following terms shall be interpreted as indicated:
 - 1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her 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 in which an enterprise abroad is subsidised 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 recognised 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 with 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 consignee's 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 markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are 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 organisation 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 as far as may be necessary for the 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 the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) 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 the 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.
- 1.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:
 - a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - b) A cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the 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 organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such 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 analysed 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 the 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 the 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 the SCC.
- 10.2 Documents to be submitted by the supplier are specified in the 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 the SCC:
 - (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for the 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 the 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 12 (twelve) 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 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.
- 15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in the 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 the 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 the SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in the 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 tendered by the supplier in his bid, with the exception of any price adjustments authorized in the 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 contract 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 the 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 or her 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 of supplies; or to have minor essential services executed if an emergency arises, or 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) 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 5 (five) working days of such imposition, furnish the National Treasury with the following information:
 - (i) the name and address of the supplier and/or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction;
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 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 of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised 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 or she 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 or her.

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 notify the purchaser promptly, 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 such dispute or difference amicably, by mutual consultation.
- 27.2 If, after 30 (thirty) 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 to the supplier.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or wilful 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 the 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, licence fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, licence 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, Act 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, Act 89 of 1998.
- 34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

C.8 ANNEXURES

Letterhead of supplier's Insurance Broker

Annexure A – Pro Forma Insurance Broker's Warranty

Broker Logo

For:

Date					
CCT City Manager Civic Centre 12 Hertzog Boulevard Cape Town 8000					
Dear Sir					
TENDER NO.:	39\$/2025/26				
TENDER DESCRIPTIO	N:				
NAME OF SUPPLIER:					
I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.					
I furthermore confirm the	at all premiums in the above regard have been paid.				
Yours faithfully					
Signed:					

_____ (Supplier's Insurance Broker)

Annexure B – Monthly Project Labour Report

ANNEX 1

CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



Instructions for completing and submitting forms

General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / incorrect / illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted. The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

Beneficiary Details and Work Information

8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certied ID copy must accompany this labour report on submission.
- 10 Was the beneficiary sourced from the City's job seeker database?
- 11 The contract end date as stated in the beneficiary's employment contract.
- 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
- 13 Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
- 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.

Submission of Forms

- 15 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
- 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

Numbers	ili cella bele	/W 6.9 (0) 10	sici to the i	CICVAIII III3	araction and	AC IOI COIII	picting and	a submitting	TOTTIO								 		 			
CONTRAC	CT OR WO	RKS							EPW	VP SUPPLI	ED											
PROJECT NAME: (6)				PRO	JECT NUM																	
DIRECTO	RATE:					DEP	ARTMENT:															
CONTRAC	CTOR OR								CON	NTRACTOR	OR VEND	OR										
VENDOR	NAME:								E-M/	AIL ADDRE	SS:											
CONTRAC	CTOR OR V	/ENDOR							CON	CONTRACTOR OR VENDOR			ELL									
CONTACT PERSON:		:					TEL.	TEL. NUMBER:			ORK				\Box	\Box			\Box			
PROJECT	LABOUR	REPORT C	URRENT I	MONTH (ma	ark with "X")						•	•									
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR										
ACTUAL S	START DAT	TE (yyyy/mr	m/dd)							ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)												
TOTAL PR	ROJECT EX	KPENDITU	RE / VALUE	E OF WOR	K DONE TO	D-DATE (IN	ICLUDING	ALL COST	S, BUT EX	CLUDING '	VAT)											
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MONTHLY PROJECT LABOUR REPORT



BENEFICIARY DETAILS AND WORK INFORMATION

	CONTRACT OR WORKS					Year	Month]		Sheet		1
	PROJECT NUMBER:]	1	of		
	(8)	(8)	(8)	(9)			(10)		(11)	(12)	(13)	(14)
No.	First name	Surname	ID number	New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	Job seeker database (Y/N)	Contract start date (DDMMYY)	Contract end date (DDMMYY)	No. days worked this month (excl. training)	Training days	Rate of pay per day (R – c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
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11												
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19												
20												
				•	•			•	•	0	C) R -
	Declared by Contractor or											
Vendor to be true and correct:		Date				Signature						
Rec	ceived by Employer's Agent /	Name										
	Representative:	Date				Signature						

Annexure C - Pro Forma Performance Security/ Guarantee- (NOT USED)

GUARANTEE PERFORMANCE SECURITY

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:
Physical address of Guarantor:
"Supplier" means:
"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R
Amount in words:
"Guaranteed Sum" means: The maximum amount of R
Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no 39S/2025/26 and such amendments or additions to the contract as may be agreed in writing between the Parties.

PERFORMANCE GUARANTEE

- 1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
- 2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
- 3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 Its obligation under this Guarantee/Performance Security is restricted to the payment of money.
- 4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
- 5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
 - 5.1 The Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and

- 5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
- 7. Where the Guarantor has made payment in terms of 5, the CCT shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of the CCT's bank compounded monthly and calculated from the date payment was made by the Guarantor to the CCT until the date of refund.
- 8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9. The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.
- 10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 11. This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.
- 12. This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at
Date
Guarantor's signatory (1)
Capacity
Guarantor's signatory (2)
Capacity
Witness signatory (1)
Witness signatory (2)

Annexure D - Pro Forma Advance Payment Guarantee-(NOT USED)

ADVANCE PAYMENT GUARANTEE

GUARANTOR DETAILS AND DEFINITIONS
"Guarantor" means:
Physical address of guarantor:
"Supplier" means:
"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT) of R
Amount in words:
"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the Parties.
"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the CCT has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.
"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R......

- 2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
- 3. The Guarantor hereby acknowledges that:
- 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
- 3.2 Its obligation under this Advance Payment Guarantee is restricted to the payment of money.
- 4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
- 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum advanced by the CCT has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2:
- 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
- 5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:

- 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or
- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and
- 5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
- 7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9. The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at
Date
Guarantor's signatory (1)
Capacity
Guarantor's signatory (2)
Capacity
Witness signatory (1)
Witness signatory (2)

Approved Financial Institution as at 28 February 2023:

1.1 National Banks
ABSA Bank Limited
Firstrand Bank Limited
Investec Bank Limited
Nedbank Limited
Standard Bank of South Africa Limited

1.2 International Banks (with branches in South Africa)
Barclays Bank PLC
Citibank NA
Credit Agricole Corporate and Investment Bank
HSBC Bank PLC
JPMorgan Chase Bank
Societe Generale
Standard Chartered Bank

1.3 Insurance Companies American International Group Inc (AIG) Bryte Insurance Company Limited Coface SA Compass Insurance Company Limited Credit Guarantee Insurance Corporation of Africa Limited Guardrisk Insurance Company Limited Hollard Insurance Company Limited Infiniti Insurance Limited **Lombard Insurance Company Limited** Mutual and Federal Risk Financing Limited **New National Assurance Company Limited** PSG Konsult Ltd (previously Absa Insurance) Regent Insurance Company Limited Renasa Insurance Company Limited Santam Limited...]

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment

NOT APPLICABLE

Name.....

Designation.....

Signature.....

Name.....

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1.				as a partnership/ joint venture/ consortium and , of the authorised entity ,
			Lead Partner, to sign all doc on the partnership/joint vent	, of the authorised entity, uments in connection with the tender offer and any ure/ consortium's behalf.
2.	By sig	ning this schedule	the partners to the partnersl	nip/joint venture/ consortium:
	2.1		tender submitted is in accorventure/ consortium;	dance with the main business and objectives of the
	2.2	agree that the (account of the L Accoun Financi	CCT shall make all payment ead Partner: t Holder: al Institution:	
		Branch Accoun	Code:	
	2.3	agree that in the should a dispute shall continue t aforesaid bank a agreement (sign	e event that there is a change e arise between the partnersh o make any/all payments do account until such time as the ned by each and every pa	in the partnership/ joint venture/ consortium and/or hip/joint venture/ consortium partners, that the CCT ue and payable in terms of the Contract into the CCT is presented with a Court Order or an original trner of the partnership/joint venture/ consortium) as account into which it is required to make payment.
	2.4	agree that they sthe successful to suffered by the	shall be jointly and severally l enderer/supplier of its obligati e CCT as a result of b	iable to the CCT for the due and proper fulfilment by ons in terms of the Contract as well as any damages reach by the successful tenderer/supplier. The rs hereby renounce the benefits of excussion and
				SHIP/ JOINT VENTURE/ CONSORTIUM
Leac	NAME partner	OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
				Signature
				Name
				Designation
				Signature
				Name
				Designation
				Signature

Note: A copy of the Joint Venture Agreement shall be appended to List of Other Documents Attached by Tenderer Schedule.

Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1.	YES	u to prepare armual imani	NO	uditing? (Please mark with	
		annual financial statemen	ts:		
	(i) For the past th		ndarar (if aatabliaha	d during the past three year	-0)
				ocuments Attached by T	
	Schedule.				
_	-				
2.				I services towards the CCT an 30 (thirty) days? (Pleas	
	with X)	t or willon payment is ov	relade loi illore tris	an 50 (unity) days: (I leas	oc iliai
	ÝES		NO		
	services towar	ds any municipality for m erdue for more than 30 (thi	ore than three (3)	isputed commitments for m (three) months in respect o	
3.	Has any contract been	awarded to you by an org	an of state during th	ne past five (5) years? (Plea	se
	mark with X)				
	YES		NO		
	Documents Attached Organ of State	by Tenderer schedule in Contract Description	Contract	the table below: Non-compliance/dispu (if any)	te
4.				ne Republic, and if so, wha be transferred out of the Ro	t portic
	(Please mark with X)	-			epublic
	(Please mark with X) YES		NO		epublic
	YES		NO		epublic
			NO		epublic
	YES		NO		epublic
	YES		NO		epublic
e te	YES	ars below		and/or attached hereto is t	
rrect	YES If YES, furnish particular If YES	ars below that the information set o	ut in this schedule	and/or attached hereto is to schedule may result in ste	true ar
rrect en a	YES If YES, furnish particular street to the service of the servi	ars below that the information set o t failure to properly and tru tender being disqualified,	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step t that the tenderer is succes	true an
rect en a ncell	YES If YES, furnish particular street to the service of the servi	ars below that the information set o t failure to properly and tru tender being disqualified,	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step	true an
rect en a ncell	YES If YES, furnish particular street to the service of the servi	ars below that the information set o t failure to properly and tru tender being disqualified,	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step t that the tenderer is succes	true an
rect en a ncell	YES If YES, furnish particular street to the service of the servi	ars below that the information set o t failure to properly and tru tender being disqualified,	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step t that the tenderer is succes	true an
rect en a ncell t.	YES If YES, furnish particular and acknowledges that against the tenderer, the lation of the contract, res	ars below that the information set o t failure to properly and tru tender being disqualified,	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step t that the tenderer is succes	true an
rrect cen a ncell it. gnatu	YES If YES, furnish particular and acknowledges that against the tenderer, the lation of the contract, res	that the information set o t failure to properly and tru tender being disqualified, striction of the tenderer or t	ut in this schedule ithfully complete this and/or (in the even	s schedule may result in step t that the tenderer is succes	true an

Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

1.2 To be completed by the organ of state

[Delete whichever is not applicable for this tender]

The applicable preference point system for this tender is the 80/20 preference point system

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

The following definitions shall apply to this schedule:

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "The Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

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

80/2

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

- 5.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 5.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals	To be Completed by	the Tenderer
allocated points in terms of this tender	Number of points Allocated (80/20 system)	Number of points claimed (80/20 system
Gender	5	
Race	5	
Disability	3	
Promotion of Micro and Small Enterprises	7	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3	Name of company/firm
5.4	Company registration number:

- 5.5 TYPE OF COMPANY/ FIRM
 - Υ Partnership/Joint Venture / Consortium
 - Y One-person business/sole propriety
 - Υ Close corporation
 - Y Public Company
 - Y Personal Liability Company
 - Υ (Pty) Limited
 - Y Non-Profit Company
 - Y State Owned Company

[Tick applicable box]

- I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
 - 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 4.1 and 4.2, the Supplier may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering 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 tenderer or Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

Signature of Tenderer	Date	Name and Surname	Address

For official use.			
SIGNATURE OF CCT OFFICIALS AT TENDER OPENING			
1.	2.	3.	

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:

3.12

in service of the state? YES / NO

- 1.1 persons in the service of the state¹, or
- 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
- 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
- 1.4 from an entity who has employed a former CCT employee who was at a level of T14 of higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
 - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
- 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
 - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
 - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
 - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3.	In ord bid.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.			
	3.1	Full Name of tenderer or his or her representative:			
	3.2	Identity Number:			
	3.3	Position occupied in the Company (director, trustee, shareholder²):			
	3.4	Company or Close Corporation Registration Number:			
	3.5	Tax Reference Number:			
	3.6	VAT Registration Number:			
	3.7	The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph4 below.			
	3.8	Are you presently in the service of the state? YES / NO 3.8.1 If yes, furnish particulars:			
	3.9	Have you been in the service of the state for the past twelve months? YES / NO 3.9.1 If yes, furnish particulars:			
	3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO 3.10.1 If yes, furnish particulars:			
	3.11	Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO 3.11.1 If yes, furnish particulars:			

Are any of the company's directors, trustees, managers, principle shareholders or stakeholders

TENDER NO: 39S/2025/26 3.12.1 If yes, furnish particulars: 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO 3.13.1 If yes, furnish particulars: 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? YES / NO 3.14.1 If yes, furnish particulars: 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? YES / NO 3.15.1 If yes, furnish particulars: 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? YES / NO 3.16.1 If yes, furnish particulars: Full details of directors / trustees / members / shareholders 4. **Full Name Identity Number** If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission. The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it. Signature Print name: Date On behalf of the tenderer (duly authorised) ¹MSCM Regulations: "in the service of the state" means to be -(a) a member of any municipal council;

- (ii) any provincial legislature; or
- the national Assembly or the national Council of provinces;
- a member of the board of directors of any municipal entity;
- an official of any municipality or municipal entity;
- an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- an executive member of the accounting authority of any national or provincial public entity; or
- an employee of Parliament or a provincial legislature.

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

Schedule F.6: Conflict of Interest Declaration

1.	The tenderer shall declare whether it has any conflict of interest in the transaction for which the submitted. (Please mark with X)				
Ī		YES		NO	
	1.1	If yes, the ter	nderer is required to set ou	t the particulars in the tab	le below:
2.		enderer shall de ed or granted:	clare whether it has direct	ly or through a representa	itive or intermediary promised,
	2.1	Any inducem	ent or reward to the CCT f	or or in connection with th	ne award of this contract; or
	2.2		gift, favour or hospitality on of the supply chain mar		her role player involved in the mark with X)
		YES		NO	
	Should th		ware of any corrupt or fi process of the CCT, plea CCT's anti-corruption ho	ase contact the following	
cor tak	rect, and a en against ncellation c	cknowledges th the tenderer, th	at failure to properly and to e tender being disqualified	ruthfully complete this sch d, and/or (in the event that	or attached hereto is true and edule may result in steps being the tenderer is successful) the of any other remedies available
Prir	nature nt name:	he tenderer (dul	v authorised)	Date	

Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 0f 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).		
	The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
2.1.1	If so, furnish particulars:		
2.2	Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the	Yes	No
2.2.1	bottom of the home page. If so, furnish particulars:		
2.3	Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
2.3.1	If so, furnish particulars:		
Item	Question	Yes	No

2.4 Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?				Yes	No	
	2.4.1	If so, furnish particulars:				
	2.5	Was any contract between the tenderer and the or any other organ of state terminated during the failure to perform on or comply with the contract?	past five years on account of	Yes	No	
	2.5.1	If so, furnish particulars:				
corre take	ect, and n again cellation	er hereby certifies that the information set out in acknowledges that failure to properly and truthfull st the tenderer, the tender being disqualified, and/ of the contract,, restriction of the tenderer or the e	y complete this schedule may roor (in the event that the tendere	esult in s er is succ	steps be cessful)	ing the
Print	ature t name: oehalf o	Date f the tenderer (duly authorised)				

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To:	THE C	CITY MANAGER	R, City of Cape Town			
From:	m: (Name of tenderer)					
RE: A		RISATION	FOR THE DEDUCTIO	N OF O	JTSTANDING AMO	OUNTS OWED TO
The ter	nderer:					
b)	 a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and c) confirms the information as set out in the tables below for the purpose of giving effect to b) above; 					
	Physi	cal Business a	address(es) of the tender	er	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)
			space for all the names, pl r schedule in the same forr		h the information to Lis t	of other documents
Dire Mem	ne of ctor / ber / tner	Identity Number	Physical residential ac Director / Member /		Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)
correct taken a cancell to it.	, and ac against t ation of ure	cknowledges that the tenderer, the	that the information set of that the information set of the at failure to properly and true tender being disqualified estriction of the tenderer or	uthfully cor , and/or (in the exercis	nplete this schedule ma the event that the tend	y result in steps being erer is successful) the
	Print name: On behalf of the tenderer (duly authorised)			Date		

Schedule F.9: Certificate of Independent Tender Determination

CATERING	S SERVICE PRO	submitting this tender number 39S/2025/25 and tender description: A PANEL OF EVENT OVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN in response to the tender invitation made eby make the following statements, which I certify to be true and complete in every respect:			
I certify, o	on behalf of:	(Name of tenderer) that:			
1. I	l have read a	and I understand the contents of this Certificate;			
	l understand every respec	that this tender will be disqualified if this Certificate is found not to be true and complete in t;			
3. I	am authoris	ed by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;			
		whose signature appears on this tender has been authorised by the tenderer to determine and to sign, the tender on behalf of the tenderer;			
	any individua (a) h (b) c (c) p	oses of this Certificate and this tender, I understand that the word 'competitor' shall include all or organisation other than the tenderer, whether or not affiliated with the tenderer, who has been requested to submit a tender in response to this tender invitation; could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.			
a	agreement o	has arrived at this tender independently from and without consultation, communication, r arrangement with any competitor. However, communication between partners in a joint ensortium ¹ will not be construed as collusive price quoting.			
	communication (a) p (b) g (c) n (d) tl (e) to	without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, on, agreement or arrangement with any competitor regarding: orices; geographical area where product or service will be rendered (market allocation); methods, factors or formulas used to calculate prices; he intention or decision to submit or not to submit a tender; he submission of a tender which does not meet the specifications and conditions of the ender; or endering with the intention not to win the contract.			
C	competitor re	here have been no consultations, communications, agreements or arrangements with any egarding the quality, quantity, specifications and conditions or delivery particulars of the ervices to which this tender invitation relates.			
	. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.				
F (t f F	10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 89 of 1998, and/o/r 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.				
Signature	e				

On behalf of the tenderer (duly authorised)

(1 Consortium: 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.)

Date

Print name:

Schedule F.10: Proposed Deviations And Qualifications By Tenderer

The Tenderer should record any **proposed** deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and <u>reference such letter in this schedule</u>. Any proposed deviations or qualifications contained in a covering letter which is not referenced in this schedule will not be considered.

The Tenderer's attention is drawn to clause 2.3.7.2 of the Standard Conditions of Tender referenced in the Tender Data regarding the CCT's handling of material deviations and qualifications.

If no deviations or qualifications are proposed, the schedule hereunder is to be marked $\underline{\text{NIL}}$ and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSED DEVIATION OR QUALIFICATION

List relevant documentation attached in Schedule F.10 below.				
Signature Print name: On behalf of the tenderer (duly authorised)	Date			

Schedule F.11: List of Other Documents Attached By Tenderer

The tenderer has attached to this schedule, the following additional documentation:				
	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
Attach	additional pages if more	space is required.		
Signatui Print nai	re me: alf of the tenderer (duly au	Date uthorised)		

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: Date **Title or Details** 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. Attach additional pages if more space is required.

Signature		
Print name:	Date	
On behalf of the tenderer (duly authorised)		

Schedule F.13: Information to Be Provided With the Tender

The following information shall be provided with the Tender:

- a) Include all services to be provided by the tenderer according to the category/ies of the Specifications that fits the tenderer's offering and experience. The services / fields of specialisation requested below are by no means exhaustive. It is essential that in order for the City to obtain the full range of services, details should address the full range of requirements to offer to host a successful event according to the standard the City requires. Should there be insufficient space provided below for any other services, of such services must be provided for in a covering letter.
- b) The tenderer must add a proposal to this document. The proposal should consist of the full service with all specifications of each category the tenderer wish to be considered for. The proposal is required to extend and explain the service provider's offering with proof, images and examples where required to compliment this contract. A breakdown of services on offer is required to show each logistical element in the tenderer's proposal.
- c) The tenderer must mention and provide proof of all compliance documents, obligations and safety and security risks set forth or implied to, that complies with the national act and by-law. These documents can be added to this document as annexures.
- d) The successful tenderer is required to perform all tasks listed against each item per category. The tenderer must therefore complete the Service list with all the services they should accommodate to fulfil the tasks as stipulated in the specifications of this tender. The tenderer will be evaluated on the service they can offer per category they apply for.
- e) Tenderer to complete all services per field of each category they choose to be considered responsive.
- f) The City hosts different events with different concepts and therefore the tenderer must complete the examples they comply with and can deliver successfully on. Please be reminded that Council reserves the right to make changes to the tenderer's proposal or cancel parts of the specifications. Council also reserves the right to change the proposed programmes of a tenderer. It is safe to reflect real services and goods and not estimated as this document should be a true reflection of the logistics and coordination functions with staff compliment to host an event that complies with the National Safety at Sport and Recreation Events Act, City's Events Policy and Events By-law:
- g) The service is divided into 2 categories as follows:
 - Category 1: catering for corporate events where dignitaries, mayor and/or mayoral committee members officiate
 - Category 2: catering for corporate events where dignitaries such the mayor, mayoral committee, senior councillor or executive directors and directors attend or officiate where executive management may or may not be in attendance but might be representative by an official.
- h) The City reserves the right to appoint responsive service providers per category or for all categories as they may choose to tender for any categories listed in this tender document.

No price, rates, amounts or and costs are required in this tender. The purpose of this tender is to establish the list of approved service providers as indicated in section 13 below

CATEGORY 1: <u>CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES</u>, <u>MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE</u>

RETURNABLE SCHEDULE F13A - PAST EXPERIENCE

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

• List the name of the event with at least 5 different catering types with relevant details as part of the experience and provide contact details.

List 5 events of past experience and com	plete with the required information:
1. Name of Event	Details
Type of catering provided: - Outdoor with tent (The City sometimes requires the caterer to set up a satellite kitchen tent)	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: • Provide an example, as evidence, of one (1) event where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor.
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Provide image of tent setup as evidence	
Date of contract	
Value of contract	
Please indicate for what level of event with guests the catering was provided for: Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
2. NAME OF EVENT	
Type of catering provided: -Formal 1 – 5 course sit-downs with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five (5) course meal and include staff compliment used to serve the 5-course meal:
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name: Phone number: Venue where work was performed:	

	TENDER NO: 39S/2025/26
Date of contract	
Value of contract	
Provide catering menu as evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event /	
International Events / VIP delegations /	
Summit/Sport Event	
3. NAME OF EVENT	
Type of catering provided:	Buffet style dinners with a spread of starters, main
31	course with at least two (2) meats and a variety of
-Buffet style with- or without waitron	desserts can be required:
service.	Provide a buffet style menu, as evidence, for an
	event you catered for 500 guests and include staff
	required that prepared and served the buffet style
	menu:
Additional Services provided:	monu.
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	
Value of contract	
Provide catering menu evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event /	
International Events / VIP delegations /	
Summit/Sport Event	
4 NAME OF EVENT	
4. NAME OF EVENT	At a continuo continuo continuo C
Type of catering provided:	At a cocktail reception, various finger snacks with
Figure and the Association (C. 1997)	or without a waitron service can be required:
-Finger snacks / cocktail receptions with	Provide evidence of a catering menu where hot
and without waitron service:	and cold finger snacks were served at a cocktail
	reception your company hosted for 500 guests
	and include how many waiters were required to
	serve guests at this event: attached menu as
	evidence.
Additional Services provided:	
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	

	TENDER NO: 395/2025/26
Value of contract	
Provide catering menu evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
5. NAME OF EVENT	
Type of services provided:	You could be required to set-up a Beverage counter service with professional furniture for 500
Beverage counter set-up and services	 Provide images as evidence of a beverage counters and gear your company previously used for catering to 500 guests including mixing gear, ice maker and ice buckets at tables.
Additional Services provided:	
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	
Value of contract	
Provide an image of the beverage counter setup you used at the event for this example	
Please indicate for what level of event with guests the catering was provided for:	
Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
Signature Print name: On behalf of the tenderer (duly authorised)	Date

100

RETURNABLE SCHEDULE F13B CATERING REQUIREMENTS AND MENU BASED ON EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering requirements			
TYPE OF SERVICE	DETAILS	REMARK: YES/NO/ ATTACHED NO:	
Venue Décor	Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types		
	 Cocktail function Formal Gala Dinner Conference networking area (could include lounge pockets) Buffet style 		
	NB!!! Images should include venue décor used including table setups where applicable.		
Health and Safety	Provide an explanation on how you deal with the following elements from a health and safety perspective:		
	 Waste Management at event. List safety measures and safety equipment for tent set up Explain what measures you have put in place to maintain food standards from a health and safety perspective 		

Signature		
Print name:	Date	
On behalf of the tenderer (duly authorised)		

RETURNABLE SCHEDULE F13C: EQUIPEMENT INVENTORY THE CATERER HAS ACCESS TO

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

ITEM	DETAIL	QUANTITY Quality	comp	city to ly with ements
		ı	Yes	No
Tables	CocktailRectangularTrestleround (sizes)Other	As required		
Table linen	 Selection of colours Sizes of table cloths to fit tables Overlays (colours), etc. Skirts to dress tables Other: 	As required		
Chairs	 Plastic Classic tiffany wooden café Other 	As required		
Chair covers	BlackWhitetie backsOther:	As required		
Lounge furniture	 Couches coffee tables ottomans carpets, red carpets Other: 	As required		
Props & Flowers	 Plinths, Registration plinths chandeliers items for centre pieces table décor pieces flowers for the stage Flowers as centre pieces Other 	As required		
Draping & colours & type of fabric	 frameworks for draping roof draping Swags Safety gear Other: 	As required		
Decorative	 Stanchions 	As required		

		TENDER NO: 398/2025/26	
fencing	Picket fencing		
	Other:		
Decorative	Parcan	As required	
lighting & colours	uplighters		
	 fairy lights 		
	Other:		
Bar set up,	Bar counters	As required	
equipment and	Bar accessories list, eg		
service	mixing gear, ice maker		
	and Ice buckets at tables		
	Bar Tenders and bar		
	waiters available for how		
	many attendees		
	Other:		
Satellite kitchen	All detail to provide a	As required	
set up and	satellite kitchen: e.g.,		
equipment	tent, safety equipment,		
Cquipinioni	appliances, etc.		
Coffee / tea	Coffee grinders	As required	
stations	coffee machines		
Stations	Urns:		
Crookery		As required	
Crockery –	Variety and different sizes of Dinner Plates	As required	
	Side plates		
	Cups and sources		
	Variety and different sizes of dessert bowls and more		
Cutlery -	Knifes	As required	
Cullery -	Forks	As required	
	Teaspoons		
	Dessert spoons		
	Cake forks		
	Fish knifes. and more		
Vases	Shapes, sizes, colours	As required	
Ovens &	Different sizes for different use:	As required	
Chaffing dishes		As required	
Heating	Warmers, ovens	As required	
riealing	• ovens	As required	
	hot trays		
	microwave ovens		
	Other:		
Cold Facilities:	fridges, etc. to keep food room	As required	
	temperature or cold	A construct	
Room	Heaters	As required	
temperature	Outdoor heaters		
logistics	• Fans		
0	Air condition units	As required	
Generators	Generators for kitchen	As required	
	service		
	Electrical leads		
	Electrician		
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Db boards	As required	
Vehicles	 List vehicles 	As required	

Signature Print name: On behalf of the tenderer (duly authorised)	Date

RETURNABLE SCHEDULES F13D STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Compulsory to complete the Staff Complement List: details required of your staff compliment you have access to, including chefs, waiters, vehicle drivers and administration to secure good quality and safe catering services:

STAFF COMPLEMENT					
Role: Job Title	PERMANENT (✓ if applicable)	NON- PERMANENT (✓ if applicable)	Responsibilities	YEARS RELEVANT EXPERIENCE	OF
Supervisor					
Driver					
Head Chef/chef					
Waiters					
Accountant					
Creative Décor Officers					
Hospitality Manager					

			TENDER NO: 39S/2 (025/26
Floor Manager				
Signature Print name: On behalf of the tenderer (duly	authorised)	Date		

CATEGORY 2: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS, DIRECTORS ATTEND OR OFFICIATE. WHERE EXECUTIVE MANAGEMENT MAY OR MAY NOT BE IN ATTENDANCE, BUT MIGHT BE REPRESENTED BY A, SENIOR OFFICIAL

RETURNABLE SCHEDULE: F13E – PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

• List the name of the event with **at least 5 different catering types** with relevant details as part of the experience and provide contact details.

List 5 events of experience and complete	with the required information:
1. Name of Event	Details
Type of catering provided: - Outdoor with tent (The City sometimes requires the caterer to set up a satellite kitchen tent)	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: • Provide an example, as evidence, of one (1) event where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor.
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name: Phone number: Venue where work was performed:	
Provide image of tent setup as evidence	
Date of contract	
Value of contract	
Please indicate for what level of event with guests the catering was provided for:	
Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
2. NAME OF EVENT	
Type of catering provided: -Formal 1 – 5 course sit-downs with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five

	(C)
	(5) course meal and include staff compliment used
	to serve the 5-course meal:
Additional Services provided:	
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	
Value of contract	
Provide catering menu as evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event /	
International Events / VIP delegations /	
Summit/Sport Event	
Odminit/Oport Event	
3. NAME OF EVENT	
J. INAINE OF EVENT	
Type of catering provided:	Buffet style dinners with a spread of starters, main
	course with at least two (2) meats and a variety of
-Buffet style with- or without waitron	` '
service.	desserts can be required:
	Provide a buffet style menu, as evidence, for an
	event you catered for 500 guests and include staff
	required that prepared and served the buffet style
Additional Complete provided	menu:
Additional Services provided:	
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	
Value of contract	
Provide catering menu as evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event /	
International Events / VIP delegations /	
Summit/Sport Event	
4. NAME OF EVENT	
Type of catering provided:	At a cocktail reception, various finger snacks with
3.	or without a waitron service can be required:
-Finger snacks / cocktail receptions with	Provide evidence of a catering menu where hot and
and without waitron service:	cold finger snacks were served at a cocktail
	CONTRIBUEL SHAFKS WELD SERVED ALA CHERIAL

	"
	reception your company hosted for 500 guests and
	include how many waiters were required to serve
	guests at this event: attached menu as evidence.
Additional Services provided:	
(i.e. delivery only, serving, waiters, bar set-	
up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed:	
Date of contract	
Value of contract	
Provide catering menu as evidence	
Please indicate for what level of event	
with guests the catering was provided	
for:	
Community / Corporate / National Event /	
International Events / VIP delegations /	
Summit/Sport Event	
Summing Sport Evolution	
5. NAME OF EVENT	
Type of services provided:	Catering services can be required at numerous
	sport and camping events. Provide evidence of a
Prepacked meals / delivery (VIP Delegations,	food parcels menu with packaging your company
camping event,	catered for 200 guests: attach a menu as
camping event,	catered for 200 guests: attach a menu as evidence
camping event,	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company
camping event,	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper)
camping event,	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
camping event,	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper)
camping event,	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor)	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor)	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar set- up & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar set- up & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel menu as evidence Please indicate for what level of event	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel menu as evidence Please indicate for what level of event with guests the catering was provided	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel menu as evidence Please indicate for what level of event with guests the catering was provided for:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel menu as evidence Please indicate for what level of event with guests the catering was provided for: Community / Corporate / National Event /	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a
Additional Services provided: (i.e. delivery only, serving, waiters, bar setup & service, hiring, set-up, décor) Client contact name: Phone number: Venue where work was performed: Date of contract Value of contract Provide catering menu and food parcel menu as evidence Please indicate for what level of event with guests the catering was provided for:	catered for 200 guests: attach a menu as evidence Provide a camping menu that your company catered for 100 kids (breakfast, lunch and supper) and 30 pre-pack meals for VIP guests: attach a

RETURNABLE SCHEDULE: F13F CATERING REQUIREMENTS AND MENU BASED ON EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering Requirements				
TYPE OF SERVICE	DETAILS	REMARK: YES/NO/ ATTACHED NO :		
Venue Décor	Décor services can be required at events. Provide images, as evidence of venue décor you have done previously for the following event types			
	 Cocktail function Formal Gala Dinner Conference networking area (could include lounge pockets) Buffet style 			
	NB!!! Images should include venue décor used including table setups where applicable.			
Health and Safety	Provide an explanation on how you deal with the following elements from a health and safety perspective:			
	 Waste Management at event. List safety measures and safety equipment for tent set up Explain what measures you have put in place to maintain food standards from a health and safety perspective 			

Signature		
Print name:	Date	
On behalf of the tenderer (duly authorised)		

RETURNABLE SCHEDULE: F13G: EQUIPEMENT INVENTORY THE CATERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

			requir	ly with ements
Tables	CocktailRectangularTrestleround (sizes)Other	As required	Yes	No
Table linen	 Selection of colours Sizes of tablecloths to fit tables Overlays (colours), etc. Skirts to dress tables Other: 	As required		
Chairs	 Plastic Classic tiffany wooden café Other 	As required		
Chair covers	BlackWhitetie backsOther:	As required		
Lounge furniture	 Couches coffee tables ottomans carpets, red carpets Other: 	As required		
Props & Flowers	 Plinths, Registration plinths chandeliers items for centre pieces table décor pieces flowers for the stage Flowers as centre pieces Other 	As required		
Draping & colours & type of fabric Decorative	 frameworks for draping roof draping Swags Safety gear Other: Stanchions 	As required As required		

		ILINDLI	R NO. 393/2025/20
fencing	Picket fencing		
	Other:		
Decorative	 Parcan 	As required	
lighting & colours	uplighters		
	fairy lights		
	, ,		
	Other:		
Bar set up,	 Bar counters 	As required	
equipment and	 Bar accessories list, eg 		
service	mixing gear, ice maker		
	and Ice buckets at tables		
	Bar Tenders and bar		
	waiters available for how		
	many attendees		
	Other:		
Satellite kitchen	All detail to provide a	As required	
set up and	satellite kitchen: eg,	-	
•	•		
equipment	tent, safety equipment,		
	appliances, etc.		
Coffee / tea	 Coffee grinders 	As required	
stations	 coffee machines 		
	Urns:		
Crockery –	Variety and different sizes of	As required	
Clockery –	· · · · · · · · · · · · · · · · · · ·	As required	
	Dinner Plates		
	Side plates		
	Cups and sources		
	Variety and different sizes of		
	dessert bowls and more		
Cutlery -	Knifes	As required	
	Forks		
	Teaspoons		
	Dessert spoons		
	Cake forks		
	Fish knifes. and more		
Vacas		As required	
Vases	Shapes, sizes, colours	·	
Ovens &	Different sizes for different use:	As required	
Chaffing dishes	Warmers, ovens		
Heating	ovens	As required	
	hot trays		
	microwave ovens		
A	Other:		
Cold Facilities:	fridges, etc. to keep food room	As required	
	temperature or cold		
Room	Heaters	As required	
temperature	Outdoor heaters		
logistics	• Fans		
109101100	Air condition units		
Canaratara		Ac required	
Generators	• Generators for kitchen	As required	
	service		
	Electrical leads		
	Electrician		
	Db boards		

Vehicles	•	List vehicles	As required	
Signature				
Print name:		Da	ate	
On behalf of the tenderer	(duly authori	sed)		

RETURNABLE SCHEDULES: F13H STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

STAFF COMPLEMENT					
Role: Job Title	PERMANENT (✓ if applicable)	NON- PERMANENT (✓ if applicable)	Responsibilities	YEARS RELEVANT EXPERIENCE	OF
Supervisor					
Driver					
Head Chef/chef					
NA '9					
Waiters					
Accountant					
Creative Décor					
Officers					
Hospitality Manager					
Clear Menager					
Floor Manager					

compliment you have access to, i administration to secure good quality	•	•	drivers	and
Signature				
Print name: On behalf of the tenderer (duly authorised)	Date			

Compulsory to complete the Staff Complement List: details required of your staff

Schedule F.14: Appeal Application

annexure 'B'

Making progress possible. Together.

OFFICIAL RECEIPT (Valid only if printed by official cash receipting machine)

www.capetown.gov.za

IRISITI ESESIKWENI (Isemthethweni kuphela xa ishicilelwe ngumatshini wokukhupa irisiti osesikweni.) AMPTELIKE KWITANSIE (Geldig alleenlik indien deur amptelike kontantvangs masjien gedruk.)

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CONTACT PERSON: CHARLENE C	EBEKHULU / MELANIE CLOET	E
PHONE NO: 021 400 2503 / 021 400 3	3788	
CIVIC CENTRE IZIKO LOLUNTU BURGER 12 HERTZOG BOULEVARD CAPE TOWN 8001 P.C.		

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