

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

TENDER NO: 30S/2025/26 TENDER DESCRIPTION: PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT EVENTS OF THE CITY OF CAPE TOWN CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

CLOSING DATE	15 September 2025
CLOSING TIME	10:00 am
TENDER BOX NUMBER	202
TENDER FEE	R200.00

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

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THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	15 August 2025
SITE VISIT/CLARIFICATION MEETING	:	Time: 09:30 on Date: 3 September 2025 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	Events Department, 10 th Floor, 2 Bays Side, Cape Town Civic Centre Building, 12 Hertzog Boulevard Stakeholders may also attend online via MS Teams. See below: MS Teams meeting link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2M4YTk3MDItYiVINS00NGJkLTIjZTltYzQ2ZTZkNGVjNDVI%40thread.v2/0?context=%7b%22id%22%3a%22ff731495-b3c8-44b3-93f8-6fca8fc5a699%22%2c%22Oid%22%3a%224f490028-0bb2-4712-b25d-d5c5b9297112%22%7d Meeting ID: 381 557 448 981 3 Passcode: JM7JT6Yh
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office , 2 nd 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. 30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT EVENTS OF THE CITY OF CAPE TOWN" , the tender box number. 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: Shoukard-Allie Rawoot Email: ShoukardAllie.Rawoot@Capetown.gov.za
CCT TENDER REPRESENTATIVE (SCM)	:	scm.tenders19@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 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, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. 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 seven (7) categories of service. Tenderers may submit a tender for one, multiple, or all 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.

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 contract period shall be for a period of **36** months from the commencement date of the contract.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.2.1 Tenderers shall submit in the first stage only technical proposals. The CCT shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of applicable procurement documents.

2.1.5.2.2 The CCT shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the Conditions of Tender, and award the contract in terms of these Conditions of Tender.

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 queries

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 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);
- l) 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

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: ABLUTION SERVICES

Evaluation Criteria	Applicable values/points	Weight
Previous Experience	Provide examples of previous relevant experience: 1 -5 examples provided with reference to sub-criteria points make-up – Refer to Schedule 13.1.1 – Previous relevant experience hereto attached) Totals: 1 Similar project = 0-7pts • Date of service (1pt) • Name of event (1pt) • Type of ablution facilities used (1pt) • Quantity of ablution facilities used (1pt) • Amount of staff for set-up (1pt) • Kind of service delivered with safety measures (1pt) • References: Client's name and contact details (1pt) 2 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Type of ablution facilities used (1pt) • Quantity of ablution facilities used (1pt) • Amount of staff for set-up (1pt) • Kind of service delivered with safety measures (1pt) • References: Client's name and contact details (1pt) 3 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Type of ablution facilities used (1pt) • Quantity of ablution facilities used (1pt) • Amount of staff for set-up (1pt) • Kind of service delivered with safety measures (1pt) • References: Client's name and contact details (1pt)	35

	4 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Type of ablution facilities used (1pt) • Quantity of ablution facilities used (1pt) • Amount of staff for set-up (1pt) • Kind of service delivered with safety measures (1pt) • References: Client's name and contact details (1pt) 5 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Type of ablution facilities used (1pt) • Quantity of ablution facilities used (1pt) • Amount of staff for set-up (1pt) • Kind of service delivered with safety measures (1pt) • References: Client's name and contact details (1pt)	
Equipment	Service provider required to provide, deliver, set-up and break-down (Refer to Schedule 13.1.2– Equipment List) Provide list of ablution facility types available or have access to (attach an example/picture of each ablution facilities type please) Types of Ablution Facilities: 1 Type of ablution Facility available = 0-7pts ○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts) 2 Type of ablution Facilities available= 0-7pts	60

	○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts) 3 Type of ablution Facility available = 0-7pts ○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts)	
	4 Type of ablution Facility available = 0-7pts ○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts) 5 Type of ablution Facility available =0-7pts ○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts) 6 Type of ablution Facility available = 0-7pts ○ Name & Description of Ablution Facility (2pts)	

	○ Quantity (0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts) 7 Type of ablution Facility available = 0-7pts ○ Name & Description of Ablution Facility (2pts) ○ Quantity (total 0-3pts) ○ 1-20 (1pt) ○ 21 to 80 (2pts) ○ 81 to 150 (3pts) ○ Image(quality) (2pts)	
	List any Safety measures available (sand bags, signage etc.): - Refer to schedule 13.1.3 (0-3pts) List any Health measures available Refer to schedule 13.1.4 (0-3pts): ○ Hygienic measures in place (1pt): ○ Rinsing Water (1pt), ○ Bins (1pt) Vehicles listed- Refer to schedule 13.1.5 (0-8pts) ○ Bakkie(2pts) ○ Truck (2pts) ○ Pump truck (2pts) ○ Trailer (2pt)	
Staff	Staff compliment = 0-5pts (For delivery, set-up and dismantling of Ablution Facilities – Refer to Schedule 13.1.6 – Staff Equipment List) ○ Supervisor (min of 1 per site) (1pt) ○ Janitors (min of 2-5 per site) (2pt) ○ Labourers (1pt) ○ Driver (one) (1pt)	5
TOTAL		100

The minimum qualifying score for functionality for this Category (1) is **60** out of a maximum of **100**.

CATEGORY 2 AUDIO & VISUAL SERVICES

Evaluation Criteria	Applicable values/points	Weight
Track Record (previous relevant experience)	Provide examples of previous relevant experience:1-10 Examples (Refer to Schedule 13.2.1) 1. Outdoor Staged Concert = 0-4pts - Name, Date of Event & Venue (1pt) - Reference (Clients name & Contact number) (2pts) - Proof (Image/Presentation) (1pt) 2. Sound and screen relay to other venues = 0-4pts - Name, Date of Event & Venue (1pt) - Reference (Clients name & Contact number) (2pts) - Proof (Image/Presentation) (1pt) 3. Sound for a Street Parade on trucks/floats= 0-4pts - Name, Date of Event & Venue (1pt) - Reference (Clients name & Contact number) (2pts) - Proof (Image/Presentation) (1pt) 4. Indoor staged event with screens and projectors= 0-4pts - Name, Date of Event & Venue (1pt) - Reference (Clients name & Contact number) (2pts) - Proof (Image/Presentation) (1pt) 5. Live Broadcasting = 0-4pts - Name, Date of Event & Venue (1pt) - Reference (Clients name & Contact number) (2pts) - Proof (Image/Presentation) (1pt) 6. Conference/summit event setup. = 0-4pts - Name, Date of Event & Venue (1pt)	40

	• Reference (Clients name & Contact number) (2pts) • Proof (Image/Presentation) (1pt) 7. Special effects, eg pyrotechs, video mapping, colour lighting features and laser effects or other= 0-4pts • Name, Date of Event & Venue (1pt) • Reference (Clients name & Contact number) (2pts) • Proof (Image/Presentation) (1pt) 8. Artist Management of artists and sourcing = 0-4pts • Name, Date of Event & Venue (1pt) • Reference (Clients name & Contact number) (2pts) • Proof (Image/Presentation) (1pt) 9. Stage Programme Production = 0-4pts • Name, Date of Event & Venue (1pt) • Reference (Clients name & Contact number) (2pts) • Proof (Image/Presentation) (1pt) 10. Video Production & broadcasting = 0-4pts • Name, Date of Event & Venue (1pt) • Reference (Clients name & Contact number) (2pts) • Proof (Image/Presentation) (1pt)	
Equipment	List of Equipment (access or owned)-Refer to schedule13.2.2- Points will be allocated for having access to the equipment & providing images (Total 0-22pts) • Stages and platforms (2pts) • Scaffold built stages (2pts) • Scaffold seating for public and/or VIP areas (2pts) • Sound and sound relay (2pts) • Outdoor and indoor screens (2pts)	22

	• Lighting for stage with trussing for both indoor and outdoor (2pts) • Projection: rear and front (2pts) • Live Broadcasting, cameras, streaming, and cabling (1pt) • Front of House for outdoor concerts and indoor staged programmes and conferences (2pts) • Special effects, eg laser, pyrotechs, video mapping and colour lighting for indoor and outdoor (2pts) • Audio & Visual technical production facilities (1pt) • Other equipment and Safety Measures in place: safety equipment (e.g. wind meter, cable ties, signage) (2pts)	
Service List	List all services Offered-Refer to schedule 13.2.3 • Sound on stage: indoor and outdoor events with relay (2pts) • Sound Recording (1pt) • Stage building: scaffold structures and platforms (2pt) • Stage Building: Screen/set design and building (1pt) • Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events. (1pt) • Design & recording of video for: live broadcasting, video production, television and streaming recording (1pt) • Stage production & Management (1pt) • Stage Programme Production with Screen Content production (including design) (1pt) • Front of House (1pt) • Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc (2pts) • Artist Management: sourcing, managing, choreography, costumes and contracts (2pt) • List other additional services offered (1pt)	16
Staff Compliment	Staff compliment (For various services required in the industry – Refer	

	to Schedule 13.2.4 • Sound on stage: indoor and outdoor events with relay (2pts) • Sound Recording (2pts) • Stage building: scaffold structures and platforms (2pts) • Stage Building: Screen/set design and building (2pts) • Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events (2pts) • Design & recording of video for: live broadcasting, video production, television and streaming recording (2pts) • Stage production & Management (2pts) • Stage Programme Production with Screen Content production (including design) (2pts) • Front of House (2pts) • Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc. (2pts) • Artist Management: sourcing, managing, choreography, costumes and contracts (2pts)	22
Total		100

The minimum qualifying score for functionality for this Category (2) is **60** out of a maximum of **100**.

CATEGORY 3 EVENT BRANDING PRODUCTION SERVICES (INSTALATION, ERECTION AND REMOVAL OF BRANDING ITEMS.

Evaluation Criteria	Applicable values/points	Weight
Previous Experience	Provide previous relevant experience:(Schedule 13.3.1) (1 -5 examples provided with reference to sub-criteria points make-up – Refer to Schedule 16.3.1 – Previous relevant experience hereto attached) Totals: 1 Similar project =0- 5pts • Date of when service was rendered (1pt) • References: Client's name and contact details (1pt) • Type of branding item produced (2pts) • Quantities (Produced) (1pt) 2 Similar project = 0-5pts • Date of when service was rendered (1pt) • References: Client's name and contact details (1pt) • Type of branding item produced (2pts) • Quantities (Produced) (1pt) 3 similar projects = 0-5pts • Date of when service was rendered (1pt) • References: Client's name and contact details (1pt) • Type of branding item produced (2pts) • Quantities (Produced) (1pt) 4 similar projects = 0-5pts • Date of when service was rendered (1pt) • References: Client's name and contact details (1pt) • Type of branding item produced (2pts) • Quantities (Produced) (1pt)	20
Service Offering	Service provider required to provide, a breakdown of what branding items they are able to produce (Refer to Schedule 13.3.2) – List of branding items (total 0-45 pts) • A-frame or pop-up banners (2pts) • Air Dancers (2pts) • Arches for sport events (2pts) • Banner walls: pipe frame (2pts) • Teardrop, telescopic and/or feather banners (2pts) • Rolla banners (2pts)	57

	• Fence banners (2pts) • Display stand/units (2pts) • Country flags and/or street pole flags(2pts) • Flag pole stands (2pts) • Lecterns (2pts) • Plinths (2pts) • Entrance/welcome carpets, eg red carpet (2pts) • Stanchions (2pts) • Umbrella and stand (2pts) • Plasma stands (2pts) • Shelves for expo's (1pt) • Gazebo (1pt) • Tent: stretch and/or star (1pt) • Drop banners (1pt) • Other: any other branding that is unique (3pts) • Signage boards for events (1pt) • Sand bags (1pt) • Vynals & decals (1pt) • Branded Trophies (1pt) • Branded Gift Bags (1pt) • Branded Wristbands (1pt) Additional to the above Service provider is further required to provide, a breakdown of other services they offer pertaining to branding (Refer to Schedule 13.3.3) –Provide a description & and an image Services rendered by Service Provider: Total 0-12pts • Production of event branding Items (3pts) • Installation, erecting and Removal of Branding items (3pts) • Repair of damaged event branding items (3pts) • Cleansing of soiled event branding items (2pts) • Other service offerings pertain to event branding items (1pts)	
Staff	<u>Staff compliment = 0-18pts</u> Refer to Schedule 13.3.4 (Tenderer to provide a breakdown of staff compliment - Use Schedule 13.3.5–Staff Equipment List) ○ Supervisor (3pts) ○ Labourers (2pts)	18

	○ Production manager (3pts) ○ Production crew (2pts) ○ Designer (3pts) ○ Driver(Truck) (2pts) ○ Driver Cherry picker,(3pts)	
Equipment	List of Equipment (access or owned – Refer to Schedule 13.3.5 • Cherry Picker (2pts) • Truck (1pts) • Brackets(2pts)	5
Total		100

The minimum qualifying score for functionality for this Category (3) is **60** out of a maximum of **100**.

CATEGORY 4 FENCING SERVICES

Evaluation Criteria	Applicable values/points	Weight
Previous Experience	Provide previous relevant experience:(Schedule 13.4.1) (1 -5 examples provided with reference to sub-criteria points make-up – Refer to Schedule 13.4.1 – Previous relevant experience hereto attached) Totals: 1 Similar project = 0-7pts • Date of service (1pt) • Name of event (1pt) • Name of fencing type used (2pts) • Quantity of fencing used (2pts) • References: Client's name and contact details (1pt) 2 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Name of fencing type used (2pts) • Quantity of fencing used (2pts) • References: Client's name and contact details (1pt) 3 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Name of fencing type used (2pts) • Quantity of fencing used (2pts) • References: Client's name and contact details (1pt) 4 similar projects = 0-7pts • Date of service (1pt) • Name of event (1pt) • Name of fencing type used (2pts) • Quantity of fencing used (2pts) • References: Client's name and contact details (1pt) 5 similar projects = 0-7pts • Date of service (1pt)	35

	• Name of event (1pt) • Name of fencing type used (2pts) • Quantity of fencing used (2pts) • References: Client's name and contact details (1pt)	
Equipment	Service provider required to provide, deliver, set-up and break-down (Refer to Schedule 13.4.2– Equipment List) Provide list of fencing types available or have access to (attach an example/picture of each fence type please List of fencing: 1 type of fencing provided= 0-7pts • Queue chute fencing (1.2M) (2pts) • Quantity (total 0-3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts) 2 types of fencing provided = 0-7pts • Angled Fencing(1.2M) (2pts) • Quantity (total 3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts) 3 types of fencing provided = 0-7pts • Mojo Fencing (2pts) • Quantity (total 3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts) 4 types of fencing provided = 0-7pts • 1.8m high Fencing(2pts) • Quantity (total 3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts) 5 types of fencing provided = 0-7pts • White Picket Fencing(2pts) • Quantity (total 3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts) 6 types of fencing provided = 0-7pts • Other (2pts) • Quantity (total 3pts): ○ Up to 100m (1pt) ○ Up to 300m (2pts) ○ Up to 600m (3pts) • Image(quality) (2pts)	42
Inventory	Inventory list Refer to Schedule 13.4.3 –	13

	List any Safety equipment available to support fencing setup (0-4pts) Vehicles listed (0-9pts) ○ Bakkie(3pts) ○ Truck(3pts) ○ Other (3pts)	
Staff	Staff compliment = 0-10pts Refer to Schedule 13.4.4 (For delivery, set-up and dismantling of temporary fencing - Use Schedule 13.4 – Staff Equipment List) ○ Supervisor (min of 1 per site) (4pts) ○ Labourers (min of 2-5 per site) (3pts) ○ Driver (one) (3pt)	10
Total		100

The minimum qualifying score for functionality for this Category (4) is **60** out of a maximum of **100**.

CATEGORY 5: EVENT TRANSPORT & LOGISTICS SUPPORT SERVICES

Evaluation Criteria	Applicable values/points	Weight
Track Record (previous relevant experience)	Provide examples of previous relevant experience:1 - 5 Examples (Refer to Schedule 13.5.1) 1 Similar project = 0-8pts • Date of service rendered (1pt) • Protection measurements put in place whilst transporting logistics (2pts) • Transport of logistic items (2pts) • Setup (1pt) and Breakdown (1pt) of logistic items • Reference (Clients name & Contact number) (1pt) 2 Similar project = 0-8pts • Date of service rendered (1pt) • Protection measurements put in place whilst transporting logistics (2pts) • Transport of logistic items (2pts) • Setup (1pt) and Breakdown (1pt) of logistic items • Reference (Clients name & Contact number) (1pt) 3 Similar project = 0-8pts • Date of service rendered (1pt) • Protection measurements put in place whilst transporting logistics (2pts) • Transport of logistic items (2pts) • Setup (1pt) and Breakdown (1pt) of logistic items • Reference (Clients name & Contact number) (1pt) 4 Similar project = 0-8pts • Date of service rendered (1pt)	40

	• Protection measurements put in place whilst transporting logistics (2pts) • Transport of logistic items (2pts) • Setup (1pt) and Breakdown (1pt) of logistic items • Reference (Clients name & Contact number) (1pt) 5 Similar project = 0-8pts • Date of service rendered (1pt) • Protection measurements put in place whilst transporting logistics (2pts) • Transport of logistic items (2pts) • Setup (1pt) and Breakdown (1pt) of logistic items • Reference (Clients name & Contact number) (1pt)	
Staff Compliment	Staff compliment = 0-20 pts (For delivery, set-up and dismantling of event logistics Refer to Schedule 13.5.2) • Supervisor (5pts) • Labourers (10pts) • Drivers (with drivers licence code c) (5pts)	20
Vehicles	List of vehicles (access or owned) (For delivery, set-up and dismantling of event logistics –Refer to Schedule 13.5.3) • 1 Ton LDV with Canopy (5pts) • 2 Ton LDV with Canopy (5pts) • 2-3 Ton Truck (5pts) • Closed 5 Ton Truck (6pts)	21
Equipment	<u>List of Equipment (access or owned)</u> – Refer to Schedule 13.5.3 • Trolleys (5pts) • Pallet Trolleys (7pts) • Other tools (7pts)	19
Total		100

The minimum qualifying score for functionality for this Category (5) is **60** out of a maximum of **100**.

CATEGORY 6 TENT SERVICES:

Evaluation Criteria	Applicable values/points	Weight
Previous Experience	Provide examples of previous relevant experience: (1 -5 examples provided with reference to sub-criteria points make-up – Refer to Schedule13.6.1 – Previous relevant experience hereto attached) Totals: 1 Similar project = 0-9pts • Date of service & Venue (1pt) • Name of event (1pt) • Type of temporary structure (Tents) used (1pt) • Dimensions of Tent/ Structure used (1pt) • References: Client's name and contact details (1pt) • Structural Engineer Certificate/ Building Development Plans (Supply either one or both depending on structures size) (4pts) 2 similar projects = 0-9pts • Date of service & Venue (1pt) • Name of event (1pt) • Type of temporary structure (Tents) used (1pt) • Dimensions of Tent/ Structure used (1pt) • References: Client's name and contact details (1pt) • Structural Engineer Certificate/ Building Development Plans (Supply either one or both depending on structures size) (4pts) 3 similar projects = 0-9pts • Date of service & Venue (1pt) • Name of event (1pt) • Type of temporary structure (Tents) used (1pt) • Dimensions of Tent/ Structure used (1pt) • References: Client's name and contact details (1pt) • Structural Engineer Certificate/ Building Development Plans (Supply either one or both depending on structures size) (4pts) 4 similar projects = 0-9pts • Date of service & Venue (1pt) • Name of event (1pt) • Type of temporary structure (Tents) used (1pt) • Dimensions of Tent/ Structure used (1pt) • References: Client's name and contact details (1pt) • Structural Engineer Certificate/ Building Development Plans (Supply either one or both depending on structures size) (4pts) • 5 similar projects = 0-9pts • Date of service & Venue (1pt)	45

	- Name of event (1pt) - Type of temporary structure (Tents) used (1pt) - Dimensions of Tent/ Structure used (1pt) - References: Client's name and contact details (1pt) - Structural Engineer Certificate/ Building Development Plans (Supply either one or both depending on structures size) (4pts)	
Equipment	Service provider required to provide, deliver, setup and break-down (Refer to Schedule 13.6.2– Equipment List) Provide list of Tent types available or have access to (attach an example/picture of each tent facilities type please) Types of Tents: 1.Type of Tent/Services provided: A Frame = 0-7pts - Description of Tent type (2pts) - Sizes (3pts) - Image (2pts) 2. Type of Tent/Services provided: Bedouin Stretch Tent= 0-7pts - Description of Tent type (2pts) - Sizes (3pts) - Image (2pts) 3. Type of Tent/Services provided: Snow Peaks(dome)= 0-7pts - Description of Tent type (2pts) - Sizes (3pts) - Image (2pts) 4. Type of Tent/Services provided: Other 0-7pts - Description of Tent type (2pts) - Sizes (3pts) - Image (2pts) Refer to schedule 13.6.3 List any Safety measures available (0-5pts) - sandbags (1pt) - cable ties (1pt) - signage (1pt) - fire extinguishers (1pt) - concrete blocks & water balusters) (1pt) Refer to schedule 13.6.3 List any additional services (0-5pts) - Draping (1pt) - Flooring (1pt) - air conditioning systems (1pt) - Carpeting (1pt) - Decking (1pt) Refer to schedule 13.6.4 Vehicles listed (0-6pts) - Bakkie(2pts) - Truck(2pts) - Trailer (2pts)	44
Staff	Staff compliment = 0-11 pts (For delivery, set-up and dismantling of tents – Refer to Schedule 13.6.5	

	• Supervisor (min of 1 per site) (2pts) • Labourers (min of 5 per site) (2pts) • Driver (one) (2pt) • Structural Engineer (3pts) • Safety Officer (2pts)	11
Total		100

The minimum qualifying score for functionality for this Category (6) is **60** out of a maximum of **100**.

CATEGORY 7 SAFETY SERVICES

Evaluation Criteria	Applicable values/points	Weight
Track Record (previous relevant experience)	Provide examples of previous relevant experience: 1-5 Examples (Refer to schedule 13.7.1) 1 Similar project = 0-13pts • Name (1pt) & Date of Event (1pt) • Size of event (Number of attendees) ○ 10 – 2 000 (1pt) ○ 2 001 – 5 000 (2 pts) ○ 5001 – 20 000 (3pts) • Breakdown of service provided (applicable to brief) ○ Event Permit Plan (1pt) ○ Safety Plan (1pt) ○ Security Plan (1pt) ○ Medical Plan (1pt) ○ Oversee all Structures of the event (1pt) ○ Evacuation from start till end of event (1pt) • Reference of client: name (1pt) and contact no (1pt) 2 similar projects = 0-13pts • Name (1pt) & Date of Event (1pt) • Size of event (Number of attendees) ○ 11 – 2 000 (1pt) ○ 2 001 – 5 000 (2 pt) ○ 5001 – 20 000 (3pts) • Breakdown of service provided (applicable to brief) ○ Event Permit Plan (1pt) ○ Safety Plan (1pt) ○ Security Plan (1pt) ○ Medical Plan (1pt) ○ Oversee all Structures of the event (1pt) ○ Evacuation from start till end of event (1pt) • Reference of client: name (1pt) and contact no (1pt) 3 similar projects = 0-13pts • Name (1pt) & Date of Event (1pt) • Size of event (Number of attendees) ○ 12 – 2 000 (1pt) ○ 2 001 – 5 000 (2 pt.) ○ 5001 – 20 000 (3pts)	65

	• Breakdown of service provided (applicable to brief) ○ Event Permit Plan (1pt) ○ Safety Plan (1pt) ○ Security Plan (1pt) ○ Medical Plan (1pt) ○ Oversee all Structures of the event (1pt) ○ Evacuation from start till end of event (1pt) • Reference of client: name (1pt) and contact no(1pt) 4 similar projects = 0-13pts • Name (1pt) & Date of Event (1pt) • Size of event (Number of attendees) ○ 13 – 2 000 (1pt) ○ 2 001 – 5 000(2 pt.) ○ 5001 – 20 000 (3pts) • Breakdown of service provided (applicable to brief) ○ Event Permit Plan (1pt) ○ Safety Plan (1pt) ○ Security Plan (1pt) ○ Medical Plan (1pt) ○ Oversee all Structures of the event (1pt) ○ Evacuation from start till end of event (1pt) • Reference of client: name (1pt) and contact no(1pt) 5 similar projects = 0-13pts • Name (1pt) & Date of Event (1pt) • Size of event (Number of attendees) ○ 14 – 2 000 (1pt) ○ 2 001 – 5 000(2 pt.) ○ 5001 – 20 000 (3pts) • Breakdown of service provided (applicable to brief) ○ Event Permit Plan (1pt) ○ Safety Plan (1pt) ○ Security Plan (1pt) ○ Medical Plan (1pt) ○ Oversee all Structures of the event (1pt) ○ Evacuation from start till end of event (1pt) • Reference of client: name (1pt) and contact no (1pt)	
Previous relevant plans	Example of previous plans submitted to various security agencies as per the Safety at Sports and Recreational Events act, 2010 (1 Example per item): Indoor & Outdoor Event (Refer to Schedule 13.7.2) <u>Example for an outdoor event: -</u> • Event Safety plan (2 pts) • Event Permit application Submitted with approval(1pts) • Occupational Health & Safety Plan (Could Incl Gas, noise exemption, vendors, population, Medics, certificate etc.) (1pts)	20

	• Security Plan (Could Incl Evacuation, Risk Management, VIP Protection, Fire etc.) (1pts) • Structural Plan submitted to BDM (1pt) • Layout plan (Vendors, stage etc.) (1pt) • Communication Plan (1pt) • Transport Plan (Could Incl around the venue, outside, road signage) (1pts) • Traffic management Plan (Could Incl road closures, marshals, parking etc...) (1pt) <u>Example for an indoor event:</u> • Event Safety plan (2 pts) • Event Permit application Submitted with approval(1pts) • Occupational Health & Safety Plan (Could Incl Gas, noise exemption, vendors, population, Medics, certificate etc.) (1pts) • Security Plan (Could Incl Evacuation, Risk Management, VIP Protection, Fire etc.) (1pts) • Structural Plan submitted to BDM (1pt) • Layout plan (Vendors, stage etc.) (1pt) • Communication Plan (1pt) • Transport Plan (Could Incl around the venue, outside, road signage) (1pts) • Traffic management Plan (Could Incl road closures, marshals, parking etc...) (1pt)	
Scenario Based recommendations	Event Scenario Recommendations (Refer to Schedule 13.7.3) (0-15pts) (Adverse weather) Scenario 1 •Provided precaution measurements (2pt) and action points to be taken in case of scenario (1pt) (VIP Protection) Scenario 2 •Provided precaution measurements (2pt) and action points to be taken in case of scenario (1pt) (Foot Traffic at outdoor events) Scenario 3 •Provided precaution measurements (2pt) and action points to be taken in case of scenario (1pts) (Crowd control) Scenario 4 •Provided precaution measurements (2pt) and action points to be taken in case of scenario (1pt) (Medical) Scenario 5 •Provided precaution measurements (2pt) and action points to be taken in case of scenario (1pt)	15
Total		100

The minimum qualifying score for functionality for this Category (7) is **60** out of a maximum of **100**.

Where the tenderer is a Joint Venture (JV), the tender submission must include a detailed statement of work allocation, clearly describing the scope, nature, and extent of responsibilities to be undertaken by each member of the Joint Venture.

Tenderers must ensure that, with their submission, all information and documentation relevant to any Functionality Evaluation Criterion for the category they've tendered for is provided in full, in the prescribed

format, and presented in a manner that clearly and unambiguously demonstrates how each aspect of the criterion is met. Submissions must be logically structured to enable evaluators to assess the tenderer against the stated functionality criteria and allocate functionality points accordingly. Failure to explicitly address any part of a criterion as specified may result in no points for that criterion, and subsequently reduced scoring or disqualification for failing to meet the minimum threshold.

A more detailed explanation of the functionality criteria is provided in schedule 13 of the tender document

2.2.1.1.7 Provision of samples

This will only become applicable in the secondary process where samples are required for services delivered as and when required.

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

Tenderer's 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) Detrimentially 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 preference point system will apply to this tender.

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:

$$Ps = 80 \times \left(1 - \frac{(Pt - Pmin)}{Pmin} \right)$$

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) <i>Equal/ below R50 mil</i>	Evidence	Additional Guidance
<i>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</i>				
1	Gender are women (ownership)* >75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points	5	- Company Registration Certification - Central Supplier Database report	- Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
2	Race are black persons (ownership)* >75% - 100% black ownership: 5 points >50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points 0% black ownership = 0 points	5	- B-BBEE certificate; - Company Registration Certification - Central Supplier Database report	- South African National Accreditation System approved certificate or commissioned sworn affidavit - Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
3	Disability are disabled persons (ownership)* WHO disability guideline >2% ownership: 3 points >0% - 2% ownership: 1.5 point 0% ownership = 0 points	3	- Proof of disability - Company Registration Certification	- Medical certificate/ South African Revenue Services disability registration - Issued by the Companies and Intellectual Property Commission
<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>				
4	Promotion of Micro and Small Enterprises <i>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)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i>	7	- B-BBEE status level of contributor; - South African owned enterprises; - Financial Statement to determine annual turnover	- Specifically in line with the respective sector codes which the company operates, - South African National Accreditation System approved certificate or commissioned sworn affidavit - Certificate of incorporation or commissioned sworn affidavit - 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
- c) 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 StandbyBidder 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		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
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TENDER NO: 30S/2025/26 TENDER DESCRIPTION: PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT EVENTS OF THE CITY OF CAPE TOWN CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

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 Consortium
 ☐ Trust
 ☐ Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or 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 _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax : (____) _____ 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 / Works offered?	☐ Yes ☐ No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No
	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 ☐ No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐ Yes ☐ No

C.2 FORM OF OFFER AND ACCEPTANCE

30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT 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;
3. 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 _____ (PLACE) ON THE _____ (DAY) OF _____ (MONTH AND YEAR)

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)

30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT 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)

30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT 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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2 Subject
Details

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3 Subject
Details

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4 Subject
Details

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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)

30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT 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)

Capacity

Signature and name of witness:

Signature Name

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT")
AND

.....,
(Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer
in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work
will be performed, and all equipment, machinery or plant used in such a manner as to comply with the
provisions of the Occupational Health and Safety Act (hereafter "OHSA") and the Regulations promulgated
thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration
and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured
with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of
OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and
Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit
Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health
and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained
in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted
and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatory

Signed at..... on the.....day of.....20

Witness

for and on behalf of
CCT

C.4 PRICE SCHEDULE

Not applicable at this stage.

The Pricing Schedule will be made available for the specific event/s once the panel of service providers has been established through this tender process. Service providers will be invited to submit pricing as part of the secondary competitive process.

INITIALS OF CCT OFFICIALS		
1	2	3

C.5 SPECIFICATION(S)

5. INTRODUCTION

The **City of Cape Town** hosts and sponsors a wide array of events ranging in scale from small local gatherings to large-scale public spectacles. These events require a variety of **Event Logistics Services**, and as such, the City intends to establish a panel (multiple categories) of approved and qualified service providers. These providers will be appointed through a **competitive tender process** and will be eligible to render services **on an as-needed basis**.

Event logistics support is required in two primary scenarios:

1. When **City officials act as event coordinators**, directly requiring logistical services.
2. When the **City sponsors third-party events**, and logistical support forms part of the sponsorship commitment.

In both scenarios, the **relevant procurement processes must be followed**, and appointed service providers are expected to meet the event-specific requirements, often within **short delivery timeframes**. **Flexibility and rapid deployment capability** are therefore essential.

Important: All services must comply with applicable **safety and security legislation**, including the **National Safety at Sports and Recreational Events Act (Act No. 2 of 2010)**, City of Cape Town **Events Policy**, and relevant **by-laws**. Non-compliance poses not only **safety risks** but also **reputational risks** to the City and the country.

Appointment Process

Only **successful bidders** will be appointed to the panel (multiple categories) and become eligible to participate in a **secondary competitive quotation process** for specific events. It is important to note that inclusion on the panel **does not guarantee work**.

The process is outlined as follows:

- Submissions will be evaluated based on **functionality criteria**, as detailed in **Clause 2.2.1.1.4** of the tender documentation.
- Successful service providers will be requested to **submit quotations** for event-specific needs via a **competitive process**, as governed by the City's **Supply Chain Management (SCM) Policy**.
- Service providers may tender for **one, multiple, or all of the seven defined service categories**, provided they can demonstrate the necessary **experience and capabilities**.
- **Past project experience** will be considered as part of the functionality assessment to determine eligibility for inclusion on the panel.

Service Categories

Tenderers may submit bids for any of the following categories:

1. **Ablution Services**
2. **Audio & Visual Production Services**
3. **Event Branding Production Services**
(Including installation, erection, and removal of branding elements)
4. **Fencing Services**
5. **Transport & Logistics Support Services**
6. **Tent Services**
7. **Event Safety Services**

Only those bidders who are approved for the panel in a particular category will be invited to submit quotes when such services are required for a specific event.

Submission Requirements

All interested service providers must complete **Schedule 13** of the tender documentation in full, detailing the services they can offer, and aligning with the specifications outlined under each category.

The goal of this tender is to establish a panel of **specialist service providers** with the skills, experience, and resources necessary to support the City's event logistics across a wide variety of contexts and operational environments (multiple categories).

General Conditions

- Being part of the panel **does not guarantee allocation of work**.
- All future procurement will follow a **secondary event-specific competitive process**, limited to panel members.
- **The City reserves the right** to modify tender specifications, event dates, and venues as needed (agile approach).
- Service delivery must at all times reflect and support the City's five-pillar strategy:
 - **The Opportunity City**
 - **The Safe City**
 - **The Caring City**
 - **The Inclusive City**
 - **The Well-Run City**

5.1 CATEGORY 1: ABLUTION SERVICES

5.1.1. General

This section outlines the City of Cape Town's intention to appoint compliant and experienced service providers to form part of a **panel** that will be invited, as and when required, to participate in the City's **Request for Quotation (RFQ)** process for the provision of ablution facilities for events.

Service providers included in this panel will be required to submit event-specific proposals as part of the RFQ process. Evaluations will be conducted in line with the **Conditions of Tender**, based on both pricing and functionality, with contracts awarded accordingly.

5.1.2. Introduction

The City hosts and supports a variety of events annually, ranging from intimate community gatherings to high-impact, large-scale public festivals. The scale and nature of each event influence the type and number of ablution facilities required. Ensuring **clean, safe, and accessible sanitation** is fundamental to the City's broader **event safety and public health strategy**.

The City aims to appoint a panel of **qualified service providers** with a **proven track record** in delivering reliable, hygienic, and professional **mobile ablution services**. Selected providers will be required to manage the full scope of ablution delivery, including:

- Transportation and secure setup
- On-site maintenance
- Breakdown and removal post-event

This approach ensures that event attendees enjoy dignified sanitation services, the City meets its safety and compliance obligations, and the overall event experience is enhanced.

5.1.3. General Requirements

Service providers shall be expected to:

- Supply a **range of ablution facilities** based on event requirements and layouts, in accordance with the **Safety at Sports and Recreational Events Act (SASREA), 2010**
- Provide **transportation, operational staff, setup, and securing** of units prior to each event
- Deliver **on-site janitorial services** during events, including:
 - Routine cleaning and sanitization
 - Replenishment of consumables (toilet paper, hand soap, hand sanitizer, paper towels)

5.1.4. Scope and Complexity

The service provider shall:

a) Supply and Delivery

- Offer a variety of ablution units: standard, wheelchair-accessible, and VIP
- Transport and deliver units to the event site per layout and safety guidelines

b) Setup and Installation

- Position and secure units as per approved event layout
- Ensure stability, accessibility, and weather-proofing as needed

c) Maintenance and Janitorial Services

- Provide staff for regular cleaning and restocking during the event
- Respond swiftly to service-related issues onsite

d) Compliance and Safety

- Adhere to municipal by-laws and national safety and hygiene regulations
- Secure units against vandalism, misuse, and safety hazards

e) Breakdown and Removal

- Dismantle and remove units promptly after the event
- Leave the site clean and undamaged

f) Waste Management

- Dispose of waste responsibly in line with environmental regulations
- Provide proof of disposal upon request

g) Staffing

- Deploy trained, professional staff with necessary PPE
- Ensure staff are clearly identifiable and equipped to manage duties effectively

h) Reporting and Documentation

- Maintain service logs and submit post-event reports when required

- Report incidents or non-compliance issues immediately

5.1.5. Location of Service

Services must be rendered at **any location** within the City of Cape Town's jurisdiction, including buildings, facilities, or event sites as directed by the City.

5.1.6. Management

Service providers are responsible for:

- Planning and executing timely **installation and removal** of ablution facilities
- Assigning a **dedicated on-site supervisor** with authority to make immediate decisions, adapt to last-minute changes, and ensure ongoing compliance

5.1.7. Availability

a) 24/7 Availability

- Providers must remain available for the **entire duration of the event**, ready to implement urgent changes or handle emergencies

b) Standby and Rapid Response

- Maintain an **on-call or on-site standby team** equipped to manage:
 - Urgent maintenance or replacements
 - Emergency relocations or unit adjustments

c) Communication and Coordination

- Maintain open communication with the City's event coordinators to facilitate **quick decision-making and real-time implementation**

5.1.8. Further Instructions

All tenderers must complete **Schedule 13** of the tender document, detailing the full scope of ablution services they are capable of delivering.

5.1.9. Previous Experience (*Refer to Schedule 5.1.1*)

Tenderers must provide references for previously completed contracts, including the following details:

- Date of service
- Event name
- Description and type of ablution units supplied
- Quantity of units deployed
- Number of staff involved
- Type of service delivered (e.g., full service, janitorial only, emergency support)
- Client name and contact information for reference

5.1.10. Additional Requirements (*Refer to Schedules 13.1.2 – 13.1.5*)

The following must be submitted:

- **Stock List:** Include descriptions and images of ablution units available
- **Health & Safety Measures:** List equipment (e.g., cable ties, sandbags, signage, waste bins, etc.)

- **Transport Resources:** Provide a breakdown of available vehicles capable of transporting ablution units

5.1.11. Staffing Requirements (*Refer to Schedule 13.1.6*)

Tenderers must detail the staffing capacity available to render the required services, including:

- Supervisors
- Labourers
- Drivers

All staff must be trained, presentable, and properly equipped.

5.2. CATEGORY 2: AUDIO & VISUAL PRODUCTION SERVICES

5.2.1. GENERAL:

- This document serves to appoint compliant service providers with a solid track record to form part of a panel which can be required to participate in a competitive quote through the City's Request for Quote (RFQ) procurement process if and when audio and visual production services are required for events.
- Through the RFQ process service providers will be evaluated on their proposals (event specific) in terms of the method of evaluation and pricing stated in the tender conditions, and contracts awarded in terms of these Conditions of the Tender.

5.2.2. INTRODUCTION:

The City of Cape Town hosts and supports a wide range of events, from small-scale community gatherings to major citywide festivals. These events require varying levels of audio and visual production services—from basic infrastructure such as staging, sound, and screens, to more advanced offerings including creative concept development, technical production, live broadcasting, media feeds, streaming, recording, and post-event editing. The City prioritizes safety, security, and the protection of its reputation at all times. In support of these priorities, the City is establishing a panel of qualified service providers to deliver end-to-end audio and visual production services. This includes stage and set construction, transportation, setup, and securing installations against adverse weather conditions, ensuring seamless delivery across all phases of event execution.

5.2.3. GENERAL REQUIREMENTS:

- Provision of audio recording as and when required.
- Provision of video recording & production as and when required. Provision of live feeds for TV, Radio, online events etc.
- Provision of amplified sound at events.
- Provision of projection equipment (This includes the use of big screens used at major outdoor events).
- Provision of ancillary equipment to the services mentioned above – cabling, back-up power, lighting, stages, trussing, scaffolding etc.
- Provision of specialised skills to run stage productions.
- Provision of artist management services.
- Provision of specialised services for lighting, audio & visual production eg video mapping, pyrotechnics, laser shows and virtual shows (eg green screen) or creative elements.
- Ensure compliance for example, structural engineer certificates, Build Development Management submission and other safety measures.
- Transport of equipment and staff to and from the event.

5.2.4. SCOPE AND COMPLEXITY:

The Tenderer shall:

- Provide a full range of audio & visual production services necessary to satisfy the client's requirements.
- Be capable of providing these services for clients with multiple geographic locations citywide.
- Be capable of handling multiple task orders simultaneously.

5.2.5. LOCATION:

The services to be provided under this contract shall be performed at any location, building, facility, or site as directed by the City of Cape Town.

5.2.6. MANAGEMENT (SERVICES):

- The successful service providers would be expected to provide the equipment and technical staff to operate the equipment (with safety measures). Set-up and dismantling of equipment in collaboration with the project manager.
- As each event is unique in terms of its technical requirements, set-up and circumstances, it will be necessary for each event to have its own unique set of technical requirements on which the successful service providers will be expected to quote on.

5.2.7. AVAILABILITY:

The Tenderer must be available on a 24/7 basis during event periods (this includes production recordings and dry runs) to effect any changes required by the client. During event periods the Tenderer will have to ensure that there is a standby team and the necessary plant and equipment is available to implement urgent last-minute changes and maintenance as and when required.

5.2.8. FURTHER INSTRUCTIONS:

Kindly please complete the full list of services your company can offer with special attention to the following details: (make use schedule 13 of the tender document to complete the full list)

5.2.9. PREVIOUS RELEVANT EXPERIENCE REQUEST: REFER TO SCHEDULE 13.2.1

Tenderers to provide references of previous contracts they have serviced (Provide all details as seen in the bullet points below):

Provide proof (images, presentations or reference letters- anyone of this will be accepted) for each audio and visual production type of offering as below with the event name, client name, date and venue:

- Outdoor Staged Concert
- Sound and screen relay to other venues
- Sound for a Street Parade on trucks/floats
- Indoor staged event with screens and projectors
- Live Broadcasting showing speakers/entertainment on stage and to relay to screens with editing and recording
- Conference/Summit event setup
- Special effects, eg pyrotechs, video mapping, colour lighting features and laser effects or other
- Artist Management of artists and sourcing
- Stage programme production
- Video production & broadcasting

5.2.10. STOCK LIST-REFER TO SCHEDULE 13.2.2:

Kindly please provide a stock list of all the audio & visual equipment the tenderer has access to with description of each type, eg:- Please provide images as well in your submission

- Stages and platforms
- Scaffold built stages
- Scaffold seating for public and/or VIP areas
- Sound and sound relay
- Outdoor and indoor screens
- Lighting for stage with trussing for both indoor and outdoor Projection: rear and front
- Live Broadcasting, cameras, streaming, and cabling
- Front of House for outdoor concerts and indoor staged programmes and conferences
- Special effects, eg laser, pyrotechs, video mapping and colour lighting for indoor and outdoor
- Other equipment and Safety Measures in place: safety equipment (e.g. wind meter, cable ties, signage)
- Audio & Visual technical production facilities

5.2.11. SERVICE LIST REFER TO SCHEDULE 13.2.3:

Kindly please provide the List of Services the tenderer can offer which includes services and gear, transport, deliver, set-up, breakdown and collection of audio and visual production services, eg

- Sound on stage: indoor and outdoor events with relay
- Sound Recording
- Stage building: scaffold structures and platforms
- Stage Building: Screen/set design and building
- Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events.
- Design & recording of video for: live broadcasting, video production, television and streaming recording
- Stage production & Management
- Stage Programme Production with Screen Content production (including design)
- Front of House
- Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc
- Artist Management: sourcing, managing, choreography, costumes and contracts
- Other equipment and Safety Measures in place: safety equipment (e.g. wind meter, cable ties, signage)

5.2.12. STAFF LIST: REFER TO SCHEDULE 13.2.4 :

Tenderers to indicate in schedule 13.2.4 whether they have access to staff dealing with the various services required below

- Sound on stage: indoor and outdoor events with relay
- Sound Recording
- Stage building: scaffold structures and platforms
- Stage Building: Screen/set design and building
- Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events.
- Design & recording of video for: live broadcasting, video production, television and streaming recording
- Stage production & Management
- Stage Programme Production with Screen Content production (including design)
- Front of House
- Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc
- Artist Management: sourcing, managing, choreography, costumes and contracts

5.3. CATEGORY 3: CORPORATE EVENT BRANDING PRODUCTION SERVICES (INSTALLATION, ERECTING AND REMOVAL OF BRANDING ITEMS)**5.3.1. GENERAL:**

- This document serves to appoint compliant service providers with a solid track record to form part of a panel which can be required to participate in a competitive quotation process through the City's Request for Quote (RFQ) procurement mechanism if and when the production of event branding items, repairs, and cleaning of the items are required for events.
- Through the RFQ process service providers will be evaluated on their proposals (event specific) in terms of the method of evaluation and pricing stated in the tender conditions, and awarded contracts in terms of these Conditions of Tender.

5.3.2. INTRODUCTION:

The City of Cape Town hosts and sponsors a wide range of events, from small community gatherings to large-scale flagship events. These events require varying quantities and types of corporate branding items, depending on the scale and nature of each event.

To meet these needs, the City seeks to appoint a panel of service providers to supply corporate branding items specifically for event purposes. This includes the production, repair of damaged or torn branding materials, and cleaning services to maintain the visual standard of event branding assets.

The City's Communications Department will remain the custodian of brand quality. This department will oversee and approve the quality and design of all branding items to ensure alignment with the City's corporate identity guidelines.

The City will supply print-ready artwork, designed in accordance with the official City colour palette and branding protocols. The City reserves the right to inspect and approve all pre-production colour samples prior to the completion of any order.

5.3.3. GENERAL REQUIREMENTS:

- Must have at least 5 years' experience in the specific goods and services they will deliver on.

- Produce various event branding items for events.
- Repair any event branding items for events.
- Clean any soiled event branding items as and when required.

5.3.4. SCOPE AND COMPLEXITY:

The Tenderer shall:

- Provide a full range of services necessary to satisfy the client's event branding production requirements.
- Be capable of providing services for clients with multiple geographic locations citywide.
- Be capable of handling multiple task orders simultaneously.

5.3.5. FURTHER INSTRUCTIONS:

Kindly please complete the full list of services your company can offer with special attention to the following details: (make use of schedule 13 of the tender document to complete the full list).

5.3.6. PREVIOUS RELEVANT EXPERIENCE REQUEST (PRODUCTION): REFER TO SCHEDULE 5.3.1

Tenderers to provide references of previous contracts they have serviced in the last 5 years (Provide all details as seen in the bullet points below):

- Date of when service was rendered
- References: Client's name and contact details
- Type of branding produced
- Quantities (Produced)

5.3.7. SERVICE OFFERING (EVENT BRANDING ITEMS): REFER TO SCHEDULE 13.3.2

Tenderers to provide a catalogue of corporate branding items the tenderer can produce or have access to. The list should include but not be limited to the following (Please include specifications & image of each item):

- A-frame or pop-up banners
- Air Dancers
- Arches for sport events
- Banner walls: pipe frame, concertino frame (We can request just the frames as well)
- Teardrop, telescopic and/or feather banners
- Rolla banners
- Fence banners
- Display stand/units
- Country flags and/or street pole flags
- Flag pole stands
- Lecterns
- Plinths
- Entrance/welcome carpets, eg red carpet
- Stanchions

- Umbrella and stand
- Plasma stands
- Shelves for expos
- Gazebos: with material or just the frame (or both)
- Tent: stretch and/or star
- Drop banners
- Other: any other branding that is unique
- Signage boards for events
- Sand bags
- Vinyls & decals
- Trophies
- Gift bags
- Wristbands

5.3.8. SERVICE OFFERING (SERVICE LIST): REFER TO SCHEDULE 13.3.3

Kindly list all the services the tenderer can offer in terms of corporate branding. Tenderers should be able to or have access to one or all of the services below:

- Produce
- Repair and clean corporate branding
- Installation, erection, and removal of branding items

5.3.9. STAFF COMPLIMENT - REFER TO SCHEDULE 13.3.4

Tenderers to provide a breakdown of staff compliment they have access to render the aforementioned services outlined in this category.

Below is a list of staff that tenderers should have access to:

- Supervisor
- Labourers
- Production crew
- Production manager
- Designer
- Driver
- Cherry picker driver

5.3.10. EQUIPMENT - REFER TO SCHEDULE 13.3.5

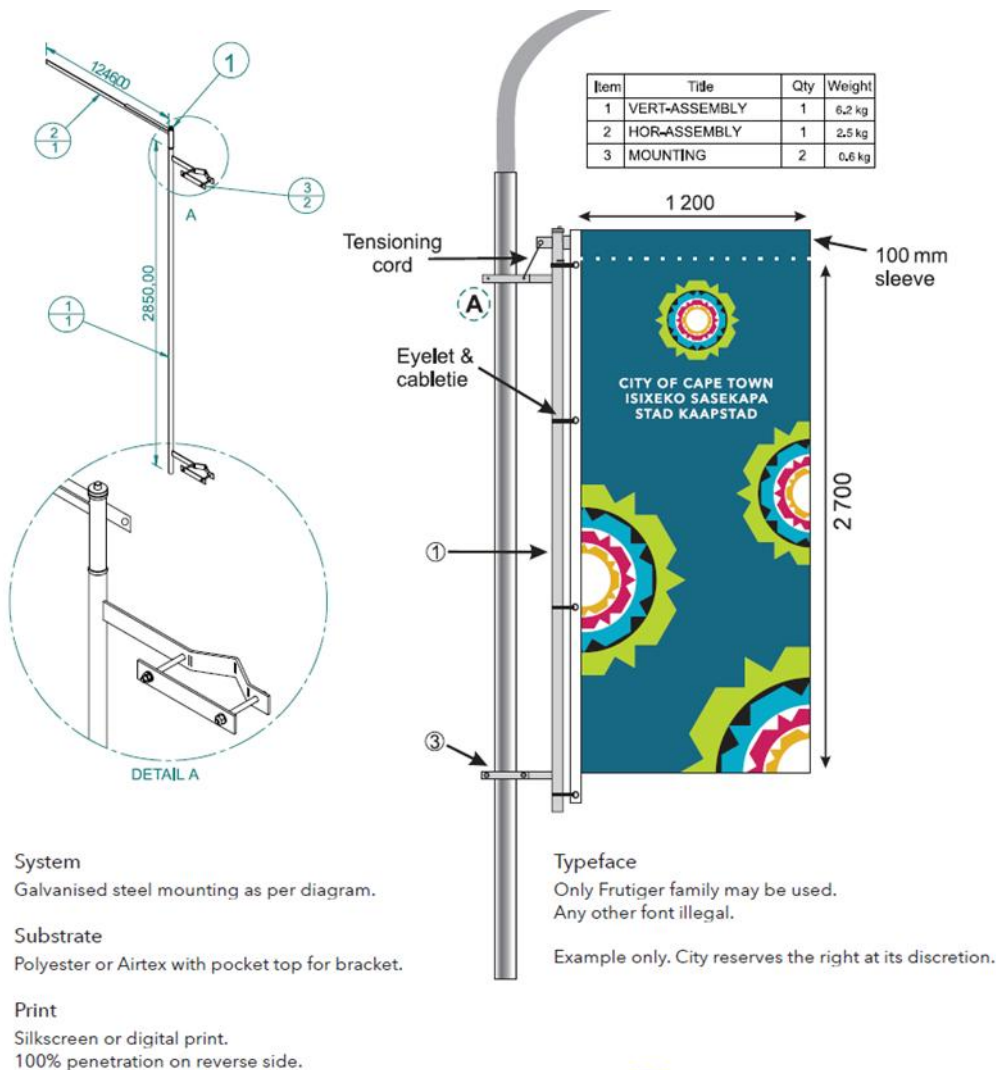
Tenderers to provide a breakdown of equipment they have access to render the aforementioned services outlined in this category.

Below is a list of equipment that tenderers should have access to:

- Cherry picker
- Truck
- Brackets as per the specification

5.3.11 SPECIFICATION

Street Pole Flags bracket below:



5.3.12. DUTIES OF SERVICE PROVIDER

- Erect the flags at locations broadly identified by the City using brackets provided by themselves that meet the requirements of the City's Environmental Management Unit.
- Remove the street pole flags within the designated timeframe in accordance with the regulations of the City's Environmental Resource Management Department.

5.3.12.1 Key points to note.

- All companies who wish to apply for this tender must be fully compliant with the City's Environmental Management Department's requirements for banner/flag rigging companies.
- The company must confirm in the tender that they meet the requirements in respect of cherry pickers brackets and Cherry Picker Driver (Schedule 13.3.5)
- Note that each street pole flag initiative will be regarded as a separate job requiring the supplier to satisfactorily complete the relevant application form for each job to be undertaken. The fact that the successful supplier is being appointed by the City to do City related work does not relieve them of these conditions and obligations.
- All work pertaining to the erection and removal of street pole flags must be done in accordance with the rules of the City's Environmental Resource Department.
- Service providers must ensure that they take the flags down within the stipulated time given. If they fail to do this, they will also be held accountable and have to pay any penalties that may be imposed by the City of Cape Town.

5.4. CATEGORY 4: FENCING SERVICE PROVIDERS

5.4.1 GENERAL:

- This document serves to appoint compliant service providers with a solid track record to form part of a panel which can be required to participate in a competitive quote process through the City's Request for Quote (RFQ) procurement mechanism if and when fencing is required for events.
- Through the RFQ process, service providers will be evaluated on their proposals (event specific) in terms of the method of evaluation and pricing stated in the tender conditions, and awarded contracts in terms of these Conditions of Tender.

5.4.2. INTRODUCTION:

The City of Cape Town hosts and sponsors a wide range of events, varying in scale from small community gatherings to major public events. Each event may require differing quantities and types of fencing, depending on the specific footprint and layout.

As safety and security remain the City's foremost priority in event management, the City is seeking to establish a panel of qualified service providers to deliver comprehensive fencing solutions. These services will include the submission of fencing plans, transportation, installation, securing of fencing to withstand adverse weather conditions, as well as dismantling and collection post-event.

5.4.3. GENERAL REQUIREMENTS:

- Supply various types of fencing at events (Includes drafting of fencing plan, transport & staff to deliver, setup, and breakdown).
- Submission of fencing plans per specific events in conjunction with the SASREA Act, 2010.

5.4.5. SCOPE AND COMPLEXITY:

The Tenderer shall:

- Provide a full range of services necessary to satisfy the client's event fencing requirements.
- Be capable of providing services for clients with multiple geographic locations citywide.
- Be capable of handling multiple task orders simultaneously.

5.4.6. LOCATION:

The services to be provided under this contract shall be performed at any location, building, facility, or site as directed by the City of Cape Town.

5.4.7. MANAGEMENT:

It is the tenderer's responsibility to ensure that fencing is installed to the instructed schedule and layout. The tenderer will have to draft the fencing plan, and plan and manage the supply, delivery, assembly, disassembly, and removal of the fencing.

The tenderer's supervisor must have decision-making capacity and ability to effect last-minute changes and/or corrections.

5.4.8. AVAILABILITY:

The Tenderer must be available on a 24/7 basis during event periods to effect any changes required by the client. During event periods, the Tenderer will have to ensure that there is a standby team and Venue Operating Committee Member and have the necessary plant and equipment available to implement urgent last-minute changes and maintenance as and when required.

5.4.9. FURTHER INSTRUCTIONS:

Kindly please complete the full list of services your company can offer with special attention to the following details: (make use of schedule 13 of the tender document to complete the full list).

5.4.10. PREVIOUS RELEVANT EXPERIENCE REQUEST: REFER TO SCHEDULE 13.4.1

Tenderers to provide references of previous contracts they have serviced (Provide all details as seen in the bullet points below):

- Date of service
- Name of event
- Type of fencing used
- Quantity of fencing used
- References: Client's name and contact details

5.4.11. ADDITIONAL REQUIREMENTS: REFER TO SCHEDULES 13.4.2-13.4.3

- Equipment: stock supply list of fencing types and quantities (Please supply images for each fence type) - Refer to schedule 13.4.2
- Service List offering: Planning, transport, delivery, set-up, breakdown, and collection of fencing
- Inventory List: Other equipment and Safety Measures in place: safety equipment (e.g., sand bags, cable ties, signage, shade cloth, concrete foot pieces) & vehicles - Refer to schedule 13.4.3

5.4.12. STAFF COMPLIMENT - REFER TO SCHEDULE 13.4.4

Tenderers to provide a breakdown of staff compliment they have access to render the aforementioned service as outlined in this category.

Below is a list of staff that tenderers should have access to:

- Supervisor
- Labourers
- Drivers

5.5. CATEGORY 5 EVENT TRANSPORT & LOGISTICS SUPPORT SERVICES

5.5.1 INTRODUCTION:

The City of Cape Town hosts and supports a wide range of events, from small community gatherings to large-scale public spectacles. These events require reliable and efficient transport and logistics support services. As safety, security, and the protection of the City's reputation remain top priorities, the City seeks to appoint a panel of qualified service providers. These providers must be capable of transporting and setting up a variety of event logistics items on an as-needed basis, tailored to the specific requirements of each event.

5.5.2 ITEMS TO BE TRANSPORTED AND SETUP IS THE FOLLOWING BUT NOT LIMITED TO:

- Branding
- Event furniture
- Road Furniture
- Event logistic items, such as platform blocks, sound system, décor pieces, fencing etc.

5.5.3 SERVICES REQUIRED

- Plan for transportation of event logistics and supplies for City events
- Supply material for staff to pack & transport event logistical equipment and supplies
- Moving event logistical equipment and supplies
- Provide damage reports
- Short-term storage of event logistical equipment and supplies (as and when required during the event period)

5.5.4 SCOPE AND COMPLEXITY

The Tenderer shall:

- Provide a full range of services necessary to satisfy the client's event transport and logistical support services requirements.
- Be capable of providing services for the City at multiple event venues.
- Be capable of handling multiple task orders simultaneously.

5.5.5 SPECIFIC REQUIREMENT

Transporting of event logistical equipment and supplies:

- The tenderer shall perform all of the services required to remove the event logistical equipment, and related supplies (at times hereinafter called "property/items") from the existing location, transport the items to the designated areas within the new location and place them in accordance with the project manager's direction and timelines.
- Furnish all packing containers and related supplies including, but not limited to, crating material, padding material, marking material, sealing tape, and colour-coded marking tags to the moving activity. Tenderer shall ensure all materials are clean and of a quality sufficient to ensure protection of the property.
- Provide a project manager for the duration of the relocation. The project manager will be responsible for directing the activities of the workers provided for the relocation.
- Perform packing necessary for the protection of the property to be moved. Fragile equipment shall be pad-wrapped with bubble-wrap.

- Remove all padding, packing, and crating materials from the premises of the City of Cape Town as directed.
- Furnish dollies (trolleys), hand trucks, book-carts, typewriter/computer carts, and glass packing/cartons, and any other type of equipment commonly used for relocation services. Hand trucks, dollies and book carts MUST have rubber wheels. NO metal wheels shall be used in the performance of this contract.
- Disassemble property when necessary for safe and efficient transportation, as determined by the City. Reassemble property after transporting to the new location. For systems and speciality equipment, the Tenderer shall ensure it has the necessary special tools, equipment, or technically-trained personnel to assemble or reassemble.
- Provide any other service which would normally be included with complete event logistical relocation/moving service.

5.5.7 LOCATION:

The services to be provided under this contract shall be performed at any location, building, facility, or site as directed by the City of Cape Town.

5.5.8 QUALIFICATIONS OF EMPLOYEES:

The Tenderer shall have in its employ at all times a sufficient number of capable and qualified movers to enable it to properly, adequately, and economically complete each move in a timely manner. All matters pertaining to the employment, supervision, compensation, promotion, and discharge of such employees are the responsibility of the tenderer. The tenderer shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. The staff must wear clearly identifiable protective clothing.

5.5.9 VEHICLES:

- The tenderer shall furnish clean and mechanically sound, closed-type vehicle(s) of sufficient size to accommodate the shipment and properly licensed personnel to operate such vehicle(s). Unless a specific size and type of vehicle is requested by the City of Cape Town, the Tenderer will use their best judgment in furnishing vehicle(s) of the most appropriate type and size for the required services.
- The tenderer will not be allowed to substitute and charge for two or more small vehicles if a large vehicle(s) would have been sufficient and appropriate to accomplish the job. If such instance should occur, the tenderer will charge only for the lesser number of vehicles that should have been furnished.
- The Tenderer is solely responsible for vehicle insurance.
- Vehicle(s) shall be in good repair and in compliance with all government and local laws and regulations for operation.
- All vehicles shall be equipped sufficiently with clean pads, covers, and other protective equipment to ensure safe transit and delivery of property. Protective covering shall be used during the loading and unloading operations in the event of inclement weather.
- The City may reject any vehicle that is determined to be mechanically incapable of adequately protecting the City of Cape Town's property. However, failure to do so shall not release the Tenderer from liability of the move and from any damage caused by usage of such.
- The Tenderer shall obtain necessary clearances or permits, if any, which may be required by the local municipality.

5.5.10 DRIVERS:

The Tenderer shall ensure personnel are properly licensed and insured. The Tenderer is responsible for all traffic tickets, parking violations, fines or citations received. Proof of driver's permit (PDP) to be available during Contract period.

5.5.11 SCHEDULING AND PROTECTION: THE TENDERER SHALL:

- Make all arrangements for elevator service at the collection site and new site location. This may be done through the building owner/manager and/or City.
- Coordinate moving hours with the City/Project representative.
- Obtain necessary clearances or permits, if any, which may be required by the local municipality for parking on streets during loading or unloading phases of the service being rendered.
- Furnish padding and/or other protective material for the interior of the buildings, including protection for the elevators.
- Complete a walkthrough of the site following completion of the service rendered with the City representative to determine damage to property or premises resulting from the relocation (if any), and make arrangements for processing any claims.

5.5.11 DAMAGE TO PROPERTY:

- The Tenderer will be liable for loss or damage to the City's property during the execution of these services.
- The Tenderer shall provide the City with all necessary claim forms and instructions in the event that any damage is reported as a result of services performed under this contract.
- The Tenderer is required to acknowledge claims within 30 calendar days and either pay, decline, or make a formal compromise settlement within 120 days after receipt of a claim. If for some reason beyond the tenderer's control, action on the claim is delayed, the tenderer shall notify the client as to its status and each 30 calendar days thereafter until final action is taken. The Tenderer shall furnish the City with a copy of each claim filed, any related correspondence and any notice of final settlement or denial of any claim. The City of Cape Town reserves the right to request copies at no additional charge to the Government.
- **Reporting Damage:** The City will provide a written list of items found to be damaged during the move to the Tenderer within fifteen (15) working days after the completion of the relocation. This list shall include both furnishings and building finishes, such as walls, carpet, etc., as well as damages to grounds landscaping such as shrubs, lawns, etc.
- **Repairs:** The Tenderer and City shall visually inspect the damaged item(s) and mutually agree upon a time frame for repairing or replacing the damaged item(s). The repair or replacement of the item shall be completed within the time frame specified by the client. Except when loss and/or damage arises out of causes beyond the control and without the fault or negligence of the Tenderer, the Tenderer shall assume full liability for any and all goods lost and/or damaged in the relocation covered by the contract.

5.5.12 LAWS, ORDINANCES, AND FACILITY COMPLIANCE REQUIREMENTS:

The Tenderer and its employees shall comply with all host activity, local, and government laws, ordinances, and regulations governing the performance of services required hereunder and shall comply with all instructions pertaining to the conduct of persons on any premises as may be issued by the City.

When services are performed in a City of Cape Town building, the Tenderer may be required to coordinate the work with the building manager. Notwithstanding this provision, City of Cape Town employees located in City of Cape Town space shall not arrange for any services listed herein without clearance from the respective building manager.

Certain areas or buildings may be designated as "Security Areas" and entrance of persons other than those employed therein is restricted. In some of these areas, the Tenderer is permitted to enter and perform the work unescorted. In others, the Tenderer will be admitted and accompanied by an authorized occupant of the area.

5.5.13 DELIVERABLE TIMES:

The Tenderer will be directed on the individual order when to commence performance. The Tenderer shall be obligated to provide complete services in accordance with the locations, dates, and times specified in the service order. Failure to provide the services within the time prescribed therein may result in termination of the contract or individual service order for default. In the event an urgent need arises which provides the Tenderer with less than the stated minimum notification period, the City of Cape Town will so notify the Tenderer and will request an accelerated delivery schedule.

5.5.14 FURTHER INSTRUCTIONS:

Kindly please complete the full list of services your company can offer with special attention to the following details: (make use of Schedule 13 of the tender document to complete the full list)

5.5.15 PREVIOUS RELEVANT EXPERIENCE REQUEST: REFER TO SCHEDULE 13.5.1

Tenderers to provide references of previous contracts they have serviced (Provide all details as seen in the bullet points below):

- Date of service rendered
- Protection measurements put in place whilst transporting logistics
- Detailed breakdown of services provided: (In schedule 13.5.1 tick what is appropriate to you)
 - Transport of logistics items
 - Setup of logistics items
 - Breakdown of logistics items
- Reference of client: name and contact no

5.5.16 STAFF COMPLIMENT – REFER TO SCHEDULE 13.5.2

Tenderers to provide a breakdown of staff compliment they have access to render the aforementioned service as outlined in this category:

- Supervisor (Must have access to minimum of 2 supervisors)
- Labourers (Must have access to minimum of 6 labourers)
- Drivers (Must have access to minimum of 2 drivers)

5.5.17 VEHICLES – REFER TO SCHEDULE 13.5.3

Tenderers to provide a breakdown of vehicles they have access to in order to deliver the aforementioned services successfully.

List of vehicles tenderer owns or has access to, for example:

- 1 Ton LDV with canopy
- 1.5 Ton LDV with canopy
- 2–3 Ton Truck
- Closed 5 Ton Truck

5.5.18 EQUIPMENT – REFER TO SCHEDULE 13.5.3

Tenderers to provide a list of equipment tenderers own or have access to, for example:

- Trolleys
- Pallet Trolleys

- Other Tools: Please list & specify

CATEGORY 6: TENT SERVICES

5.6.1 GENERAL

- This document serves to appoint compliant service providers with a **solid track record** to form part of a **panel** which can be required to participate in a competitive quote through the City's **Request for Quote (RFQ)** procurement process, **if and when** temporary structures (marquees/tents) are required for events.
- Through the RFQ process, **service providers will be evaluated** on their **event-specific proposals** in terms of the **method of evaluation** and **pricing** stated in the tender conditions. The City will **award the contract** in accordance with the Conditions of Tender.

5.6.2 INTRODUCTION

The **City of Cape Town** hosts and supports a wide range of events, from small community gatherings to major public festivals. Many of these events require the provision of **temporary structures**, such as tents and marquees, to accommodate guests and support operational needs.

Given the City's unwavering commitment to **safety, security**, and the **protection of its reputation**, it is essential that these structures are:

- Delivered, erected, secured, and dismantled to the **highest standards**
- Able to **withstand adverse weather conditions**
- Compliant with **all relevant safety regulations**
- Installed and removed **efficiently and safely**

To meet this need, the City is seeking to establish a **panel of pre-qualified service providers** with the **expertise and capacity** to deliver the following services:

- **Transportation** of temporary structures to and from event sites
- **Safe and compliant erection and setup** of structures
- **Securing of structures** against wind and adverse weather
- **Timely dismantling and removal** post-event

This panel will support the City's ability to deliver **safe, professional**, and **well-managed events** across all communities.

5.6.3 GENERAL REQUIREMENTS

Service Providers must be able to:

- Supply various **temporary structures** (including transport and staff to deliver, set up, and break down)
- **Obtain all necessary permissions** from relevant authorities to erect structures, including submission of plans in accordance with **event specifications** and the **Safety at Sports and Recreational Events Act (SASREA), 2010**
- Provide **ancillary equipment** such as:
 - Lighting
 - Draping
 - Air conditioning
 - Scaffolding

- Carpeting
- Decking
- Balustrades
- And other relevant infrastructure

5.6.4 SCOPE AND COMPLEXITY

The Tenderer shall:

- Provide a **full range of services** to meet the City's temporary structure requirements
- Be capable of delivering services **across multiple geographic locations** throughout Cape Town
- Be able to **handle multiple concurrent task orders** for different events

5.6.5 LOCATION

Services under this contract may be required at **any location, building, facility, or site** as directed by the City of Cape Town.

5.6.6 MANAGEMENT

The Tenderer must:

- Ensure all temporary structures are **installed according to the event schedule and layout**
- Comply with **SASREA (2010)** and **City building regulations**
- **Plan and manage** all aspects of supply, delivery, setup, disassembly, safeguarding, and removal
- Appoint a **site supervisor with full decision-making capacity** to handle **last-minute changes and corrections**

5.6.7 AVAILABILITY

The Tenderer must:

- Be available **24/7 during event periods**
- Maintain a **standby team** with the necessary **equipment and vehicles** for last-minute changes and urgent maintenance
- Respond promptly and effectively to **on-site client requests**

5.6.8 FURTHER INSTRUCTIONS

Tenderers must **complete the full list of services** their company can offer with special attention to:

- Stock availability
- Ancillary offerings
- Setup and dismantling capabilities
- Safety measures in place

Refer to **Schedule 13** of the tender document.

5.6.9 PREVIOUS RELEVANT EXPERIENCE — REFER TO SCHEDULE 13.6.1

Tenderers must provide **detailed references** for previous contracts serviced, including:

- **Date of service & venue**
- **Name of event**
- **Type of temporary structure** (tent/marquee) used
- **Dimensions** of tent or structure
- **Client's name and contact details** (as reference)
- **Structural Engineer Certificate** and/or **Building Development Plans** (submit either or both depending on structure size)

5.6.10 SERVICE REQUEST — REFER TO SCHEDULES 13.6.2 – 13.6.3

Service providers must submit detailed responses to the following:

- **Stock supply list** with descriptions and images of tent types (including **dimensions**) – **Schedule 13.6.2**
- **Service list offering**, including:
 - Planning
 - Transport
 - Delivery
 - Setup
 - Breakdown
 - Collection of tents
- **Safety measures and additional equipment**, such as:
 - Sandbags
 - Cable ties
 - Safety signage
 - Fire extinguishers
 - Concrete blocks
 - Water balusters
(Include under Schedule 13.6.3)
- **Additional services** available, including:
 - Draping
 - Flooring
 - Air conditioning systems
 - Carpeting
 - Decking

- Balustrades
(Include under Schedule 13.6.3)

5.6.11 VEHICLES — REFER TO SCHEDULE 13.6.4

Tenderers must provide a **breakdown of vehicles** available to deliver the services successfully, including but not limited to:

- **Bakkie**
- **Truck**
- **Trailer**

Indicate whether vehicles are **owned or leased**, and whether they are **readily available for deployment**.

5.6.12 STAFF COMPLEMENT — REFER TO SCHEDULE 13.6.5

Tenderers must submit a **staffing plan** showing access to the following required personnel:

- **Supervisor**
- **Labourers**
- **Drivers**
- **Safety Officer**
- **Structural Engineer**

The City may request **proof of qualifications** or experience for key staff during evaluation or prior to appointment on the panel.

CATEGORY 7: SAFETY SERVICES

5.7.1 Introduction

The City of Cape Town plays host to a wide range of events across various genres and scales, from small community gatherings to large-scale public spectacles. In fulfilling its responsibility as host and/or sponsor, the City prioritizes the safety and security of all event participants, attendees, and staff.

To uphold this commitment, the City is seeking to establish a panel of qualified service providers with expertise in Occupational Health and Safety (OHS). These professionals will be appointed to fulfill the role of Event Safety Officers, responsible for:

- Compiling and submitting comprehensive Event Safety Plans
- Assessing and identifying core safety and security services tailored to each event's specific needs
- Ensuring full compliance with all applicable legislation and regulatory frameworks, including:
 - Relevant municipal by-laws
 - SAPS Risk Categorization for Events
 - The Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)
 - National and provincial safety standards and guidelines

This proactive approach enables the City to ensure that all events under its purview are conducted in a manner that safeguards public well-being, minimizes risk, and upholds legal obligations.

5.7.2 Required Services

The Safety Services that will be required are as follows:

- Event safety and security plans
- Safety services according to the specific event
- Compile event permit safety plans
- Perform risk analysis
- Execute from start until the end of event
- Oversee all logistical structures within event footprint
- Consider the programmes, address challenges, threats and incorporate into safety plans to ensure safe event
- Medical support plans & services according to the specific event
- Provide the necessary Safety, Security and Medical staff and deployment according to the specification and risk of the event

5.7.3 Process to be followed

The process to be followed to appoint a service provider on the below-mentioned panel is as follows:

- Eligibility criteria must be met in terms of 6.2.1.1.4
- Submissions will be evaluated in terms of functionality and responsiveness in terms of clause 6.2.1.1.4 of the tender document.
- The appointed service provider will be called to submit event specific offers for the required services through an RFQ process as and when required.
- This tender will be relevant from date of commencement until June 2027

The CCT shall evaluate tenders received during the second stage 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.

5.7.4 Track Record of Service Provider

(Relevant Experience of the tenderer in line with specifications and categories) — Refer to Schedule 13.7.1

Previous relevant experience (Please provide 3 to 5 examples):

- Name & Date of event
- Number of Attendees (Size of event):
 - 10– 200
 - 2001 – 5 000
 - 5001 - 20 000
- Detailed breakdown of services provided: Tick off in Schedule 13.7.1
 - Event Permit Plan
 - Safety Plan
 - Security Plan
 - Medical Plan

- Oversee all Structures of the event
- Execute event from start till end
- Reference of client: name and contact no

5.7.5 Example of previous plans submitted to various security agencies as per the Safety at Sports and Recreational Events Act, 2010 - Refer to Schedule 13.7.2

Adequacy of plans submitted (Please provide two examples for each plan) — This can be plans that have been submitted for various events the service provider has worked on previously. These examples should consist of one for an outdoor event & one for an indoor event:

- Event Permit plan with all supporting documentation of a:
 - Event Safety plan
 - Event Permit Application Submitted with approval
 - Occupational Health & Safety plans (Could include gas, noise, vendors, medics etc.)
 - Security Plan (Could include emergency evacuations, VIP protection, crowd control, fire etc.)
 - Structural plans submitted to Building Development Management (City of Cape Town)
 - Layout Plans (Could include vendors, stage, ablutions, fencing, VOC etc.)
 - Communication plan (Could include reporting lines, incidents etc.)
 - Transport plan (Could include around the venue, outside, road signage)
 - Traffic Management plan (Could include road closures, marshals, parking etc.)

5.7.6 Event Scenario based recommendations

Assess the scenarios outlined below and come up with recommendations (Refer to Schedule 13.7.3) on what plans should be in place, what to consider and how to respond when incidents of this nature occur.

Dealing with adverse weather:

There is a prediction of bad weather, but the City of Cape Town requires a tent with an outdoor structured stage at the event. How would you monitor the situation in terms of safety and how will you respond should the weather conditions escalate? Please provide precaution measurements and action points to be taken in case of scenario.

VIP Protection:

The Mayor and 5 dignitaries are in attendance at the event. Suddenly protest action erupts outside the venue. How would you ensure the safety of the Mayor and the 5 dignitaries? Please provide precaution measurements and action points to be taken in case of scenario.

Foot traffic at an outdoor event:

Please provide an example of a kind of monitoring and measures you would put in place when maintaining public flow, keeping passageways and pedestrian routes open, bottlenecks at an overcrowded event venue like the Grand Parade. Please provide precaution measurements and action points to be taken in case of scenario.

Crowd control:

The event starts and the excitement of the crowd gets to the point that the attendees in the front are being pushed against the mojo fencing as a result of crowd surge which started at the back of the venue. How would you respond to a situation like this? Please provide precaution measurements and action points to be taken in case of scenario.

Medical Assistance:

Provide a medical plan for an event that is based on Grand Parade for 20,000 people. The event will only be contained on the Grand Parade and it will consist of a stage programme. Please provide precaution measurements and action points to be taken in case of scenario.

5.7.7 Requirements for eligibility

Refer to Schedule 13.7.4

The Tenderer will need to have access to the following key services and provide proof of service level agreement and or proof of relevant key personnel in house.

5.7.8 Medical Services Requirements

Medical service provider should be registered as per the Western Cape Ambulance Services Act, 2010 (Act no 3 of 2010).

a) BASIC AMBULANCE ATTENDANT (BAA):

Individual who has passed a standardised course that includes the teaching of the following:

- Basic Life Support (BLS) certification (approximate equivalent to U.S. EMTB)
- A 160-hour course with lectures and practical simulations covering:
 - Basic anatomy and physiology
 - Basic life support (CPR and first aid)
 - Emergency care
 - Use of ambulance equipment including AED
 - Medico-legal issues

b) AMBULANCE EMERGENCY ASSISTANT (AEA):

Individual who has completed a four-month course at a recognised training facility.

- Intermediate Life Support (ILS) certification (approximate equivalent to U.S. EMT-I)
- Must have at least 1,000 hours of practical experience as a BAA and pass an entrance exam
- Training consists of 470 hours: 240 hours lectures and practical simulations, 230 hours experiential learning
- Qualified to practice invasive techniques including IV therapy, needle cricothyroidotomy, needle thoracentesis
- Can interpret ECG, perform manual defibrillation, and administer various drugs

c) CRITICAL CARE ASSISTANT (CCA):

Individual who has completed a nine-month course at the Ambulance Training College's.

- Advanced Life Support (ALS) certification (comparable to U.S. AEMT-CC)
- 1,200-hour course
- Qualified to perform cardio-version, invasive techniques, and administer narcotics, sedatives, and other drugs

d) MEDICAL DOCTOR:

- Completed a 5-year Bachelor's degree in Medicine and Surgery at an accredited institution
- Completed 2 years as Clinical Intern
- Registered with Health Professions Council of South Africa

5.7.9 Event Security Services Requirements: Schedule 13.7.5

- Private Security Industry Regulatory Authority (PSIRA): All security staff must be registered with PSIRA under the Private Security Industry Regulation Act No 56 of 2000 and Security Officers Act 92/1987
- Operators must hold valid PSIRA Registration Number and certificates
- Staff files, including site management, must be available for review

Security Guard Grades:

- **Grade D:** Main function is access control
- **Grade C:** Access control of higher risk areas; supervise lower-grade officers
- **Grade B:** Access control in high-risk areas; site/shift commander; manage lower grades; conduct inspections
- **Grade A:** Site manager or commander; manage workforce; daily risk assessments; basic investigations; security solutions design

Event Security Officer:

- Ensure order and safety on premises used for public events
- Must complete skills training recognized under the Private Security Industry Regulation Act
- Training includes: legislation, public relations, teamwork, access control, event security, firefighting, first aid, occupational health and safety, emergency identification and evacuation assistance

5.7.10 Event Safety Officer Requirements: Schedule 13.7.6

- Must hold a qualification in occupational health and safety
- Experience and training in:
 - Event safety and security plans
 - Compiling event permit safety plans
 - Risk analysis
 - Execution from start to end of event
 - Overseeing all logistical structures in event footprint
 - Incorporating programme challenges and threats into safety plans
 - Medical support plans tailored to the event
 - Deployment of Safety, Security and Medical staff according to event specifications and risk

5.8. 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”.

5.9. 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.

5.10. FORMS FOR CONTRACT ADMINISTRATION

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

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **R460.00** 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.
- 1.27 "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 Services 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:

- 5.5 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 Clause 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 exists 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:

16.1.1 Within 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 manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:
Not Applicable	

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 Advance payment for the purposes of deposits will only be provided up to a limit of **0 %** 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 Prices are firm and not subject to adjustment.

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

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 not 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 relieve 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 implemented at RFQ stage.

- 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.

28.4 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:

- 31.1 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))

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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

Annexure A – Pro Forma Insurance Broker’s Warranty



Letterhead of supplier’s Insurance Broker

Date _____

CCT
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: **30S/2025/26**

TENDER DESCRIPTION: PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT EVENTS OF THE CITY OF CAPE TOWN

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 that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ **(Supplier’s Insurance Broker)**

Annexure B – Monthly Project Labour Report

ANNEX 1

CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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 certified 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

CONTRACT OR WORKS PROJECT NAME: (6)		EPWP SUPPLIED PROJECT NUMBER: (6)										
DIRECTORATE:		DEPARTMENT:										
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:										
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL WORK									
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR

ACTUAL START DATE (yyyy/mm/dd)								ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)							
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)															
R															

MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

BENEFICIARY DETAILS AND WORK INFORMATION

CONTRACT OR WORKS PROJECT NUMBER:	
--------------------------------------	--

Year	Month

Sheet		
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												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

0 0 R -

Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			

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 ...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.

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

Amount in words:

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
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
Firststrand 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
Renasas Insurance Company Limited
Santam Limited...]

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment
--

NOT APPLICABLE

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

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

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

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. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

(i) For the past three years, or

(ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below

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:
On behalf of the tenderer (duly authorised)

Date

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

1.2 To be completed by the organ of state

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:

80/20

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 allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company

[Tick applicable box]

5.6 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 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.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

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:
 - 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 or 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 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 paragraph 4 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: _____
 - 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
 - 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: _____

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

Full Name	Identity Number	State Employee 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 –

- (i) any municipal council;**
- (ii) any provincial legislature; or**
- (iii) the national Assembly or the national Council of provinces;**

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) 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);

(e) an executive member of the accounting authority of any national or provincial public entity; or

(f) 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 tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:

The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)

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:

On behalf of the tenderer (duly 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 of 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? (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.	Yes ☐	No ☐
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 bottom of the home page.	Yes ☐	No ☐
2.2.1	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 municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
2.5.1	If so, furnish particulars:		

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:
 On behalf of the tenderer (duly authorised)

 Date

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

To: THE CITY MANAGER, City of Cape Town

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- 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;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

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:
On behalf of the tenderer (duly authorised)

Date

Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **30S/2025/26 - PANEL FOR EVENT LOGISTICS SERVICES (ABLUTION SERVICES, AUDIO & VISUAL PRODUCTION SERVICES, EVENT BRANDING & PRODUCTION SERVICES, INSTALLATION, ERECTION & REMOVAL OF BRANDING ITEMS, TRANSPORT AND LOGISTICS SUPPORT SERVICES, FENCING SERVICES, SAFETY SERVICES) REQUIRED AT EVENTS OF THE CITY OF CAPE TOWN**, in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of tenderer) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. 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.
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

Print name:

On behalf of the tenderer (duly authorised)

Date

(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.)

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 reference such letter in this schedule. 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 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.

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

 Date

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:
 On behalf of the tenderer (duly authorised)

 Date

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

The following information shall be provided with the Tender:

- 13.1 Include all services to be provided by the tenderer according to the category/s 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 in order to host a successful event according to the standard the City requires. Should there be insufficient space provided below for any other services. Such services must be provided for in a covering letter.
- 13.2 The tenderer must add various evidence as outlined in this document. The evidence should consist of the full service with all specifications of each category the tenderer wish to be considered for. The evidence 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 the services are required to show each logistical element in the tenderer's submission.
- 13.3 The tenderer must mention and provide proof of all compliance documents, obligations and safety and security risks set forth or implied to host a successful event that complies with the National Safety at Sport and Recreation Events Act, 2010, City's Events Policy and Events By-law. These documents can be added to this document as annexures.
- 13.4 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.
- 13.6 It is required 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, 2010, City's Events Policy and Events By-law:
- 13.7 The service is divided into 7 categories as follows:
 - i. **Category Ablution Services**
 - ii. **Category Audio & Visual Production Services**
 - iii. **Category Events Branding Production Services (Installation, erection and removal of branding items)**
 - iv. **Category Fencing Services**
 - v. **Category Transport & Logistics Support Services**
 - vi. **Category Tent Services**
 - vii. **Category Events Safety Services**

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

 Date

CATEGORY 1 ABLUTION SERVICES**SCHEDULE 13.1.1 - PREVIOUS RELEVANT EXPERIENCE:**

EVENT DETAIL EVENT	TYPE & QUANTITY OF ABLUTION FACILITIES PROVIDED	KIND OF SERVICE DELIVERED, EG DELIVERY/SET- UP (TICK WHERE RELEVANT)	SAFETY MEASURES OBSERVED WHEN SERVICE WAS PROVIDED	AMOUNT OF STAFF NEEDED	CONTACT NAME & NUMBER (REFERENCE)
1. Name of Event: Date of Event:	Type: Quantity:	☐ Delivery & Setup ☐ Janitorial Service			Clients/Company Name: Contact Number:
2. Name of Event: Date of Event:	Type: Quantity:	☐ Delivery & Setup ☐ Janitorial Service			Clients/Company Name: Contact Number:
3. Name of Event: Date of Event:		☐ Delivery & Setup ☐ Janitorial Service			Clients/Company Name: Contact Number:
4. Name of Event: Date of Event:	Type: Quantity:	☐ Delivery & Setup ☐ Janitorial Service			Clients/Company Name: Contact Number:
5. Name of Event: Date of Event:	Type:	☐ Delivery & Setup ☐ Janitorial Service			Client/Company Name:

	Quantity:				Contact Number:
--	------------------	--	--	--	------------------------

Attach additional pages if more space is required.

SCHEDULE 13.1.2: ABLUTION FACILITIES TENDERER HAS ACCESS TO

TYPE OF ABLUTION FACILITY (PROVIDE DESCRIPTION)	QUANTITY	IMAGES OF EQUIPMENT (ATTACH AS AN ANNEXURE)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

SCHEDULE 13.1.3: LIST SAFETY MEASURES

SAFETY MEASURES (TICK YES/NO)	ATTACH ANNEXURE /IMAGE
1. SAND BAGS YES ☐ NO ☐	
2. SIGNAGE YES ☐ NO ☐	
3. CABLE TIES YES ☐ NO ☐	
4. Other (List other measures here)	
5. Other	
6.	
7.	

SCHEDULE 13.1.4: LIST HEALTH MEASURES

SAFETY MEASURES (TICK YES/NO)	ATTACH ANNEXURE /IMAGE
1. Hygeine measures in place YES ☐ NO ☐	
2. Rinsing water YES ☐ NO ☐	
3. Bins YES ☐ NO ☐	
4. Other (List other measures here)	
5. Other	
6.	
7.	

SCHEDULE 13.1.5: VEHICLES

VEHICLE TYPE (PROVIDE DESCRIPTION & TICK YES/NO)-EG BAKKIE ECT.	QUANTITY	SPECIFICATIONS
1. BAKKIE YES ☐ NO ☐		
2. TRUCK YES ☐ NO ☐		
3. PUMP TRUCK YES ☐ NO ☐		
4. TRAILER YES ☐ NO ☐		
5.		

SCHEDULE 13.1.6: STAFF COMPLIMENT

TICK YES/NO	JOB TITLE
1. YES ☐ NO ☐	Supervisor (min of 1 per site)

2. YES ☐ NO ☐	Janitors (min of 2-5 per site)
3. YES ☐ NO ☐	Driver (one)
4. YES ☐ NO ☐	Labourers
5.	
6.	

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

.....

CATEGORY 2 AUDIO AND VISUAL SERVICES**SCHEDULE 13.2.1 - PREVIOUS RELEVANT EXPERIENCE:**

NAME & DATE OF EVENT	TYPE	CONTACT NAME & NUMBER (REFERENCE)	PROVIDE PROOF (IMAGES/PRESENTATIONS/ REFERENCE LETTER)
1.. Event Name: Date: Venue:	Outdoor Staged Concert	Name: Contact number:	
2.. Event Name: Date: Venue:	Sound and screen relay to other venues	Name: Contact number:	
3. Event Name: Date: Venue:	Sound for a Street Parade on trucks/floats	Name: Contact number:	
4. Event Name: Date:	Indoor staged event with screens and projectors	Name: Contact number:	

Venue:			
5. Event Name: Date: Venue:	Live Broadcasting	Name: Contact number:	
6. Event Name: Date: Venue:	Conference/summit event setup	Name: Contact number:	
7. Event Name: Date: Venue:	Special effects, eg pyrotechs, video mapping, colour lighting features and laser effects	Name: Contact number:	
8. Event Name: Date: Venue:	Artist Management of artists and sourcing	Name: Contact number:	

9. Event Name: Date: Venue:	Stage programme production	Name: Contact number:	
10. Event Name: Date: Venue:	Video production & broadcasting	Name: Contact number:	

SCHEDULE 13.2.2 –EQUIPMENT

ITEM (TICK YES/NO)	QUANTITY & DESCRIPTION	OWNED/HIRED	IMAGE
1. Stages and platforms YES ☐ NO ☐		Owned ☐ Hired ☐	
2. Scaffold built stages YES ☐ NO ☐		Owned ☐ Hired ☐	
3. Scaffold seating for public and/or VIP areas YES ☐ NO ☐		Owned ☐ Hired ☐	
4. Sound and sound relay YES ☐ NO ☐		Owned ☐ Hired ☐	
5. Outdoor and indoor screens YES ☐ NO ☐		Owned ☐ Hired ☐	
6. Lighting for stage with trussing for both indoor and outdoor YES ☐ NO ☐		Owned ☐ Hired ☐	
7. Projection: rear and front YES ☐ NO ☐		Owned ☐ Hired ☐	
8. Live Broadcasting, cameras, streaming, and cabling YES ☐ NO ☐		Owned ☐ Hired ☐	
9. Front of House for outdoor concerts and indoor staged programmes and conferences YES ☐ NO ☐		Owned ☐ Hired ☐	

10. Special effects, eg laser, pyrotechs, video mapping and colour lighting for indoor and outdoor YES ☐ NO ☐		Owned ☐ Hired ☐	
11. Audio & Visual technical production facilities YES ☐ NO ☐		Owned ☐ Hired ☐	
12. Other equipment and Safety Measures in place: safety equipment (e.g. wind meter, cable ties, signage) YES ☐ NO ☐		Owned ☐ Hired ☐	

Attach additional pages if more space is required.

SCHEDULE 13.2.3 – SERVICE OFFERING	
LIST YOU SERVICES OFFERED BY YOUR COMPANY HERE	TICK YES/NO
1. Sound on stage: indoor and outdoor events with relay	YES ☐ NO ☐
2. Sound Recording	YES ☐ NO ☐
3. Stage building: scaffold structures and platforms	YES ☐ NO ☐
4. Stage Building: Screen/set design and building	YES ☐ NO ☐
5. Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events	YES ☐ NO ☐
6. Design & recording of video for: live broadcasting, video production, television and streaming recording	YES ☐ NO ☐
7. Stage production & Management	YES ☐ NO ☐
8. Stage Programme Production with Screen Content production (including design)	YES ☐ NO ☐
9. Front of House	YES ☐ NO ☐
10. Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc.	YES ☐ NO ☐
11. Artist Management: sourcing, choreography, costumes and contracts managing,	YES ☐ NO ☐
12. Please list other service you offer here	YES ☐ NO ☐
13. List other additional services offered here	YES ☐ NO ☐

Attach additional pages if more space is required.

SCHEDULE 13.2.4 – STAFF COMPLIMENT

TICK YES/NO	AREA OF EXPERTISE
YES ☐ 1. NO ☐	Sound on stage: indoor and outdoor events with relay
YES ☐ 2. NO ☐	Sound Recording
YES ☐ 3. NO ☐	Stage building: scaffold structures and platforms
YES ☐ 4. NO ☐	Stage Building: Screen/set design and building
YES ☐ 5. NO ☐	Design & production of broadcasting services: on screens on stage, to relay screens for both indoor and outdoor events
YES ☐ 6. NO ☐	Design & recording of video for: live broadcasting, video production, television and streaming recording
YES ☐ 7. NO ☐	Stage production & Management
YES ☐ 8. NO ☐	Stage Programme Production with Screen Content production (including design)
YES ☐ 9. NO ☐	Front of House conference/summit where recording is done of the event.
YES ☐ 10. NO ☐	Design and production of special affects re lighting and extras, example laser, smoke, pyrotechnics colour lighting, video mapping etc.
YES ☐ 11. NO ☐	Artist Management: sourcing, managing, choreography, costumes and contracts

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

CATEGORY 3 EVENT CORPORATE BRANDING PRODUCTION SERVICES**SCHEDULE 13.3.1: PREVIOUS RELEVANT EXPERIENCE: PRODUCING EVENT BRANDING**

NAME OF CLIENT & CONTACT DETAILS	DATE OF SERVICE RENDERED (WITHIN THE LAST 5 YEARS)- From 2019-2025	TYPE OF BRANDING PRODUCED	QUANTITIES
1. Name: Contact details:			
2. Name: Contact details:			
3. Name: Contact details:			
4. Name: Contact details:			

Attach additional pages if more space is required.

SCHEDULE 13.3.2: SERVICE OFFERING (BRANDING)

TYPE OF BRANDING (PROVIDE DESCRIPTION)- EG DIMENSIONS, SPECIFICATIONS ETC	CAN PRODUCE (YES /NO)	IMAGES OF BRANDING(ATTACH AS ANANNEXURE)
1. A-frame or pop-up banners	YES ☐ NO ☐	
2. Air Dancers	YES ☐ NO ☐	
3. Arches for sport events	YES ☐ NO ☐	
4. Banner walls: pipe frame	YES ☐ NO ☐	
5. Teardrop, telescopic and/or feather banners	YES ☐ NO ☐	
6. Rolla banners	YES ☐ NO ☐	
7. Fence banners	YES ☐ NO ☐	
8. Display stand/units	YES ☐ NO ☐	
9. Country flags and/or street pole flags	YES ☐ NO ☐	
10. Flag pole stands	YES ☐ NO ☐	
11. Lecterns	YES ☐ NO ☐	
12. Plinths	YES ☐ NO ☐	
13. Entrance/welcome carpets, eg red carpet	YES ☐ NO ☐	
14. Stanchions	YES ☐ NO ☐	

15. Umbrella and stand	YES ☐ NO ☐	
16. Plasma stands	YES ☐ NO ☐	
17. Vynals & decals	YES ☐ NO ☐	
18. Trophies	YES ☐ NO ☐	
19. Gift Bags	YES ☐ NO ☐	
20. Wristbands	YES ☐ NO ☐	
21. Shelves for expo's	YES ☐ NO ☐	
22. Gazebo	YES ☐ NO ☐	
23. Tent: stretch and/or star	YES ☐ NO ☐	
24. Drop banners	YES ☐ NO ☐	
25. Sand bags	YES ☐ NO ☐	
26. Signage boards for events	YES ☐ NO ☐	
27. Other: any other branding that is unique	YES ☐ NO ☐	

Attach additional pages if more space is required.

SCHEDULE 13.3.3: SERVICE OFFERING (RENDERED)	
LIST YOU SERVICES OFFERED BY YOUR COMPANY HERE	TICK YES/NO
1. Production of event branding items	YES ☐ NO ☐
2. Repair of damaged event branding items	YES ☐ NO ☐
3. Cleansing of soiled event branding items	YES ☐ NO ☐
4. Other service offering	Please list other offerings here

Attach additional pages if more space is required

SCHEDULE 13.3.4: STAFF COMPLIMENT

TICK YES/NO	JOB TITLE
YES ☐ NO ☐ 1.	Supervisor
YES ☐ NO ☐ 2.	Labourers
YES ☐ NO ☐ 3.	Production manager
YES ☐ NO ☐ 4.	Production Crew
5. YES ☐ NO ☐	Designer
6. YES ☐ NO ☐	Driver
7. YES ☐ NO ☐	

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 13.3.5: EQUIPMENT REQUIRED	
TICK YES/NO	List of Equipment
Proof Provided? YES ☐ NO ☐ 1.	Details of the cherry picker
Proof Provided? YES ☐ NO ☐ 2.	Details of Truck
Proof Provided? YES ☐ NO ☐ 3.	Details of the bracket

CATEGORY 4 FENCING SERVICES:

SCHEDULE 13.4.1 - PREVIOUS RELEVANT EXPERIENCE:

SCHEDULE 13.4.1 - PREVIOUS RELEVANT EXPERIENCE:				
NAME OF EVENT	DATE	TYPE OF FENCING	QUANTITY OF FENCING PROVIDED	CONTACT NAME & NUMBER (REFERENCE)
1.				
2.				
3.				
4.				

5.				
----	--	--	--	--

Attach additional pages if more space is required.

SCHEDULE 13.4.2 – EQUIPMENT

DESCRIPTION OF FENCING (TICK YES/NO)	QUANTITY	IMAGES OF EQUIPMENT (ATTACH AS AN ANNEXURE)
1. Queue Chute fencing (1.2m) 1 ☒ YES NO ☐	2 Up to 100m ☐ Up to 300m ☐ Up to 600 ☐	
2. Angled (1.2m) 3 ☒ YES NO ☐	Up to 100m ☐ Up to 300m ☐ Up to 600 ☐	
3. Mojo 4 ☒ YES NO ☐	Up to 100m ☐ Up to 300m ☐ Up to 600m ☐	
4. 1.8m high fencing 5 ☒ YES NO ☐	Up to 100m ☐ Up to 300m ☐ Up to 600m ☐	
5. White Picket fencing 6 ☒ YES NO ☐	Up to 100m ☐ Up to 300m ☐ Up to 600m ☐	
6. Other (List any other fencing types here)	Up to 100m ☐ Up to 300m ☐ Up to 600m ☐	

Attach additional pages if more space is required

SCHEDULE 13.4.3 – INVENTORY

ITEM (TICK YES/NO)	QUANTITY	VEHICLES TENDERER ACCESS TO OWNED/HIRED	HAS	IMAGE
1. Bakkie 7 ☐ YES NO ☐		Owned ☐ Hired ☐		
2. Truck 8 ☐ YES NO ☐		Owned ☐ Hired ☐		
3. Other (List any other vehicles here)		Owned ☐ Hired ☐		

SAFETY EQUIPEMENT

1. Sand Bags		YES ☐ NO ☐	
2. Shade Cloth		YES ☐ NO ☐	
3. Signage		YES ☐ NO ☐	
4. Cable Ties		YES ☐ NO ☐	
5. Other (List any other additional safety equipment)		YES ☐ NO ☐	

SCHEDULE 13.4.4 – STAFF

TICK YES/NO	JOB TITLE
1. YES ☐ NO ☐	Supervisor
2. YES ☐ NO ☐	Labourer
3. YES ☐ NO ☐	Driver

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

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CATEGORY 5 EVENT TRANSPORT & LOGISTICS SUPPORT SERVICES

SCHEDULE 13.5.1 - PREVIOUS RELEVANT EXPERIENCE:			
DATE OF SERVICE RENDERED	TYPE OF SERVICE RENDERED	PROTECTION MEASUREMENTS PUT IN PLACE WHILST TRANSPORTING LOGISTICS	REFERENCE
1. Date:	Transport of logistics items ☐ Setup of logistics items ☐ Breakdown of logistics items ☐		Name of Client: Contact details
2. Date :	Transport of logistics items ☐ Setup of logistics items ☐ Breakdown of logistics items ☐		Name of Client: Contact details
3. Date :	Transport of logistics items ☐ Setup of logistics items ☐ Breakdown of logistics items ☐		Name of Client: Contact details
4. Date :	Transport of logistics items ☐ Setup of logistics items ☐ Breakdown of logistics items ☐		Name of Client: Contact details
5. Date:	Transport of logistics items ☐ Setup of logistics items ☐ Breakdown of logistics items ☐		Name of Client: Contact details

Attach additional pages if more space is required.

SCHEDULE 13.5.2: STAFF COMPLIMENT	
TICK YES/NO	JOB TITLE
1. YES ☐ NO ☐	Supervisor (Must have access to minimum of 2 supervisors)
2. YES ☐ NO ☐	Labourers (Must have access to minimum of 6 Labourers)
3. YES ☐ NO ☐	Drivers (Must have access to minimum of 2 Drivers)

Attach additional pages if more space is required.

SCHEDULE 13.5.3 – VEHICLES AND EQUIPEMENT

ITEM (TICK YES/NO)	QUANTITY	OWNED/HIRED	IMAGE
1. 1 Ton LDV with canopy YES ☐ NO ☐			
2. 2 Ton LDV with canopy YES ☐ NO ☐			
3. 2-3 Ton Truck YES ☐ NO ☐			
4. Closed 5 Ton Truck YES ☐ NO ☐			
5. Trolleys YES ☐ NO ☐			
6. Pallet Trolleys YES ☐ NO ☐			
7. Other Tools: Please list & specify			
8.			

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

CATEGORY 6: TENT SERVICES

SCHEDULE 13.6.1 - PREVIOUS RELEVANT EXPERIENCE:

EVENT DETAILS	TYPE OF TENTS/STRUCTURE	DIMENSIONS OF TENT /STRUCTURE	REFERENCE (CLIENT CONTACT DETAIL)	COMPLIANCE ADHERED TO: BUILDING PLANS, STRUCTURAL ENGINEER CERTIFICATE (PLEASE SUPPLY DOCUMENTS)
1. Name of Event: Date : Venue :				
2. Name of Event: Date : Venue :				
3. Name of Event: Date :				

Venue :				
4. Name of Event: Date : Venue :				
5. Name of Event: Date : Venue :				

Attach additional pages if more space is required.

SCHEDULE 13.6.2: MARQUEES/TENTS TENDRER HAS ACCESS TO

NAME OF TENT TYPE WITH DESCRIPTION (TICK YES/NO)	SIZES	IMAGES OF EQUIPMENT
1. A Frame YES ☐ NO ☐		
2. Bedouin Tent YES ☐ NO ☐		
3. Snow peaks YES ☐ NO ☐		
4. Other (List other types of tents here)		
5.		
6.		
7.		

SCHEDULE 13.6.3: LIST SAFETY MEASURES & ADDITIONAL SERVICES

SAFETY MEASURES (TICK YES/NO)	ATTACH ANNEXURE /IMAGE
SAFETY MEASURES	
1. Sand bags YES ☐ NO ☐	
2. Cable ties YES ☐ NO ☐	
3. Signage YES ☐ NO ☐	
4. Fire extinguishers YES ☐ NO ☐	
5. Concrete blocks & water blasters YES ☐ NO ☐	
ADDITIONAL SERVICES	
ADDITIONAL SERVICES	ANNEXURE
6. Draping YES ☐ NO ☐	

7. Flooring YES ☐ NO ☐	
8. Air conditioning sytems YES ☐ NO ☐	
9. Carpeting YES ☐ NO ☐	
10. Decking YES ☐ NO ☐	

Attach additional pages if more space is required.

SCHEDULE 13.6.4: VEHICLES

VEHICLE TYPE (PROVIDE DESCRIPTION & TICK YES/NO)-EG BAKKIE ECT.	QUANTITY	SPECIFICATIONS
1. BAKKIE YES ☐ NO ☐		
2. TRUCK YES ☐ NO ☐		
3. TRAILER YES ☐ NO ☐		
4.		
5.		
6.		
7.		

13.6.5: STAFF COMPLIMENT

TICK YES/NO	JOB TITLE
1. YES ☐ NO ☐	Supervisor (min of 1 per site)
2. YES ☐ NO ☐	Labourers (min of 5 per site)
3. YES ☐ NO ☐	Driver (one)
4. YES ☐ NO ☐	Structural Engineer
5. YES ☐ NO ☐	Safety Officer
6.	
7.	

Attach additional pages if more space is required.

CATEGORY 7**SCHEDULE 13.7.1 (RELEVANT EXPERIENCE OF THE TENDERER IN LINE WITH SPECIFICATIONS AND CATEGORIES).**

NAME & DATE OF EVENT	NUMBER OF ATTENDEES (EVENT SIZE)- TICK OFF	DETAILED BREAKDOWN SERVICE PROVIDED (APPLICABLE TO THE BRIEF)- TICK OFF WHAT IS APPLICABLE TO YOU.	REFERENCE
1. Name : Date :	10– 2 000 ☐ 2 001 – 5 000 ☐ 5001 – 20 000 ☐	○ Event Permit Plan Safety Plan ○ Security Plan ○ Risk Analysis ○ Oversee all logistical structures of the event ○ Execute from start till end of event	Name of Client: Contact details
2. Name : Date :	10– 2 000 ☐ 2 001 – 5 000 ☐ 5001 – 20 000 ☐	○ Event Permit Plan Safety Plan ○ Security Plan ○ Risk Analysis ○ Oversee all logistical structures of the event ○ Execute from start till end of event	Name of Client: Contact details
3. Name : Date :	10– 2 000 ☐ 2 001 – 5 000 ☐ 5001 – 20 000 ☐	○ Event Permit Plan Safety Plan ○ Security Plan ○ Risk Analysis ○ Oversee all logistical structures of the event ○ Execute from start till end of event	Name of Client: Contact details
4. Name : Date :	10– 2 000 ☐ 2 001 – 5 000 ☐ 5001 – 20 000 ☐	○ Event Permit Plan Safety Plan ○ Security Plan ○ Risk Analysis ○ Oversee all logistical structures of the event ○ Execute from start till end of event	Name of Client: Contact details

TENDER NO: 30S/2025/26

5.	10– 2 000 ☐	○ Event Permit Plan Safety Plan ○ Security Plan ○ Risk Analysis ○ Oversee all logistical structures of the event ○ Execute from start till end of event	Name of Client:
Name :	2 001 – 5 000 ☐		Contact details
Date :	5001 – 20 000 ☐		

SCHEDULE 13.7.2 EXAMPLE OF PREVIOUS PLANS SUBMITTED TO VARIOUS SECURITY AGENCIES AS PER THE SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT, 2010)

ITEM	Annexure A	Reference	Annexure B	Reference
	Outdoor Event		Indoor Event	
Event Safety plan				
Event Permit Application Submitted with approval				
Occupational Health & Safety Plan (Could Incl Gas, noise exemption, vendors, population certificate, Medics, etc.)				
Security Plan (Could Incl Evacuation, Risk Management, VIP Protection, Fire etc.)				
Structural Plan submitted to BDM (Marquee's, stage etc...)				
Layout plan (Could Incl Vendors, stage etc)				
Communication Plan				
Transport Plan (Could Incl around the venue, outside, road signage)				

Traffic management Plan (Could Incl road closures, marshalls, parking etc...)				
Medical Plans				

SCHEDULE 13.7.3: SCENARIO BASED RECOMMENDATIONS

Problem	Recommendation (Annexure)
Adverse Weather: There is a prediction of bad weather, but the City of Cape Town requires a tent at an event which will take place in a local community. How would you monitor the situation in terms of safety and how will you respond should the conditions escalate	• Precaution measurement • Response
VIP Protection: The City of Cape Town hosts an event at the City Hall for 1000 attendees. The Mayor and 5 dignitaries are in attendance at an event. Suddenly protest action erupts outside the venue. How would you ensure the safety of the Mayor and the 5 dignitaries?	• Precaution measurement • Response
Foot traffic at an outdoor event: Please provide an example of a kind of monitoring and measures you would put in place when maintaining public flow, keeping passage ways and pedestrian routes open, bottlenecks at an overcrowded event venue like the Grand Parade	• Precaution measurement • Response
Crowd control: A concert takes place inside the CTICC, there are about 5000 people in attendance, the excitement of the crowd gets to point that the attendees in the front are being pushed against the mojo fencing as a result of a crowd surge which started at the back of the venue. How would you respond to a situation	• Precaution measurement • Response

like this?	
Medical : The temperature rises to an unbearable degree and ten event goers faint and one event goer suffers a heart attack. How would you respond to the aforementioned situation?	• Precaution measurement • Response

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 13.7.4: PROOF OF ACCREDITED STAFF BY MEANS OF SERVICE LEVEL AGREEMENT FOR MEDICAL SERVICES AT EVENTS:

Please provide proof of service level agreement which comply with personnel as follows and as stated in section 5.5 of the specifications:

Personnel	Proof of service level agreement (indicate below by answering yes/no)	Additional annexures (Please attached to the document and number accordingly)
Basic Life Support (BLS)		
Intermediate Life Support (ILS)		
Advanced Life Support (ALS)		
Medical Doctor		

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 13.7.5 PROOF OF ACCREDITED STAFF BY MEANS OF SERVICE LEVEL AGREEMENT FOR SECURITY SERVICES AT EVENTS:

Please provide proof of service level agreement which comply with personnel as follows and as stated in

Personnel	Proof of serve Level agreement(Indicate below by answering yes/no	Additional annextures (Please attached to the document and number accordingly)
Grade D		
Grade C		
GradeB		
Grade A		
Event Security Officer		

SIGNED ON BEHALF OF TENDERER:

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**SCHEDULE 13.7.6 PROOF OF ACCREDITED STAFF BY MEANS OF SERVICE LEVEL AGREEMENT
FOR HEALTH AND SAFETY OFFICERS AT EVENTS:**

Personnel	Proof of services level agreement(indicate below by answering yes/no	Additional annexures (Please attach the document and number accordingly
Event Safety Officer		

Schedule F.14: Appeal Application

annexure 'B'

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

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT (CASHIERTO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

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PROFIT CENTRE:

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NAME/COMPANY NAME:

AMOUNT:

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SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

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

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT (CASHIERTO RETAIN A COPY)

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PROFIT CENTRE:

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NAME/COMPANY NAME:

AMOUNT:

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SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

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