

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

NT013-2024

APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS

CLOSING DATE: 13 DECEMBER 2024 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

Summary

Title: To appoint an event planner/s to assist with planning and execution of the G20 Finance Track related meetings and provide recommendations to the National Treasury.

Description: The purpose of the tender is to secure a service provider/s that will give solid advice/support to the logistical aspects of hosting the various G20 Finance Track related meetings. This includes, but not limited to, identifying suppliers for items necessary to make the meetings successful (screens, microphones, translation listening devices, stationary including lanyards with name tags, etc.), as well as identifying gifting options, entertainment, catering options, branding and printing.

Activity Type: Short Term

Category:

Expert/s	Category
Events Management	Event Planner and Management Experts

Month (s) Work: Project to be executed over a period of 11 months, reviewed quarterly

Project Beneficiary: National Treasury

Contracting Authority: National Treasury

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1. INTRODUCTION AND BACKGROUND

South Africa has been part of the Group of 20's (G20) inception in 1999. The G20 is the premier forum for international economic cooperation. It plays an important role in shaping and strengthening global architecture and governance on all major international economic issues. As part of the G20 rotational system, South Africa will hold the Presidency of the G20 from 1 December 2024 to 30 November 2025. The National Treasury (NT) together with the South African Reserve Bank (SARB) will lead on the Finance Track. The Department of International Relations and Cooperation (DIRCO) will be responsible for the Sherpa Track and overall convener of SA G20 Presidency. In addition to the member countries, each G20 Presidency invites other guest countries and international organisations (IOs) to participate in the G20 meetings.

As the G20 Presidency, South Africa will host multiple meetings throughout the year under the two G20 parallel tracks, namely, the Finance and Sherpa Tracks. The National Treasury is responsible for the Finance Track. The National Treasury will host an average of 3 to 4 meetings for each of the six G20 working groups (Framework Working Group, Infrastructure Working Group, International Financial Architecture Working Group, Global Partnership for Financial Inclusion, Sustainable Finance Working Group and Joint Finance and Health Task Force), as well as 4 meetings of the G20 Finance and Central Bank Deputies (FCBD) and 4 meetings of the Finance Ministers and Central Bank Governors (FMCBG). The Logistics Committee is tasked with coordinating and managing logistical arrangements for the Finance Track meetings in preparation for South Africa's G20 Presidency, commencing December 2024, as well as liaising with SARB, DIRCO and/or other related government departments on matters such as the G20 logistics coordination, branding for the G20 South African presidency, managing the G20 website and registration portal, and putting in place cyber security measures etc.

2. PROJECT DESCRIPTION

2.1 Purpose

South Africa's upcoming Presidency of the G20 is a premier international forum for international economic cooperation that demands impeccable planning and execution. As such, the National Treasury seeks to procure the services of a company with extensive experience in events management, and uniquely positioned to deliver seamless and memorable meetings and events. Our comprehensive approach will ensure that every aspect of the event, from logistics, to security, to hospitality, meets the highest standards. Meetings will take place country-wide, across various provinces.

The National Treasury currently has limited in-house capacity to manage conferences and events and is therefore looking to contract a professional events management company with a wealth of experience and a deep understanding of the complexities involved in managing high-profile international gatherings

like the G20. The service provider will work closely with the Head of G20 Logistics in coordinating and overseeing all aspects of G20 conferences and events. The role of the successful service provider will include coordinating logistics, collaborating with stakeholders, ensuring a seamless conference experience for attendees. This includes, but not limited to:

- Advice on suitability, layout, look and feel of selected venue/s and hotel/s for the G20 meetings
- Develop and/or advise on branding, concepts and themes, stationery and printing
- Public relations (PR) support for the G20 Finance Track
- Support in coordinating and leveraging off of established networks and relationships with vendors, venues, and service providers to negotiate better deals
- Planning, coordinating and executing of G20 meetings and post meeting events
- Deliver a report with recommendations on these various elements to NT. The contract period is for 11 months, reviewable quarterly based on performance. Measures of success will be assessed as per the project plan and further specified in the contact/service level agreement.

2.2 Scope and expected outputs of the project

The service provider will play a critical role in supporting the planning and executing successful meetings and events, as well as contributing to the overall success of the G20 logistics.

Responsibilities include:

- working alongside the head of G20 logistics to plan and execute meetings and events from start to finish, ensuring all logistics are in place, including final checks on venues and facilities, catering, audiovisual equipment, accommodation, dry runs for virtual and in-person meetings etc.
- Efficient, effective and economic utilisation of allocated budget, ensuring value for money and cost-effective solutions are implemented without compromising on the quality of the event. This includes negotiating pricing with venues, suppliers, and vendors to ensure favourable terms and cost savings.
- Collaborate with internal teams, external vendors, and stakeholders to refine event objectives, establish timelines, and allocate resources.
- Identify and mitigate potential risks associated with hosting large events based off your experience to strengthen the team's foresight on potential risks and in addressing issues before they become critical, ensuring smooth operations.
- Develop comprehensive event schedules, based off session topics, speakers, and activities to take place in the meeting. Advise on, and source entertainment and gifting where required.
- Support the logistics team with on-site logistics, including venue setup/layout/décor/branding, stationery and printing needs, registration desks, and attendee services to guarantee a smooth event execution.

- PR Support for G20: The public relations (PR) support for a G20 Finance Track requires a strategic approach to ensure seamless communication, positive stakeholder engagement, and global visibility. Maintain and update event websites, as well as marketing materials, and communication channels to ensure accurate and up-to-date information for attendees - if required.
- Evaluate event success, gather feedback from attendees and stakeholders, and identify areas for improvement for future meetings and events.
- Stay up to date with industry trends, technologies, and best practices in events planning to bring innovative ideas and strategies to the organisation.

2.3 Level of effort

The service provider should provide a costing, taking in consideration that the level of effort(s) is based on the number of meetings to take place (approximately 11-13 meetings), together with workshops and events over the same period, as well as project assignments. The service provider should also provide a costing that takes into consideration travel and disbursement needs, in line with NT's cost containment and policies. The specific number of days to be contracted will be negotiated with the successful service provider/s based on NT needs.

3. REQUIRED EXPERTISE

National Treasury intends awarding the contract to a service provider with a track record of successful event execution and should have the following skills:

A project manager / team leader should have:

- Minimum requirements as per the technical evaluation criteria (National Diploma or advanced certificate (NQF 6) – higher qualification levels will be an added advantage).
- Has a minimum of 5 years relevant event management experience.
- A proven track record in managing international and high-profile events in the past 10 years.
- The ability to lead the events management team.
- Strong ability to manage multiple tasks and prioritise effectively.
- Excellent communication and interpersonal skills, with the ability to establish and maintain relationships with stakeholders, vendors, and attendees.
- Attention to detail, ensuring all aspects of conference planning are thoroughly executed and nothing is overlooked.
- Ability to work under pressure and meet tight deadlines while maintaining a high level of professionalism and quality.
- Proficient in event management software and tools, with the ability to navigate and utilise technology to optimise conference planning processes.

- Creative problem-solving skills, with the ability to handle unforeseen challenges and make quick decisions to ensure the success of the event.
- Strong financial management and negotiation skills to obtain the best deals and contracts with other service providers.
- Flexibility and adaptability to changing circumstances, as conferences often require adjustments and modifications to plans.
- Ability to travel and work flexible hours, including evenings and weekends, as required for meetings and events.
- Knowledge of industry best practices and trends in conference planning and management, as well as knowledge of government best practices and protocol.
- Experience in raising the profile and visibility of an organisation at an event/conference/workshop using social media platforms, digital media, print media, promotional material, etc.

Events management team, including the project manager / team lead, must have:

- Excellent teamwork skills, collaborating effectively with cross-functional teams to ensure a coordinated approach to conference planning.
- Strong customer service skills, providing exceptional support and assistance to attendees before, during, and after the event, and
- Experience in editing, layout and design, graphic design, digital and electronic media design and video production.
- Experience in planning, running national and managing international in-person and virtual meetings/sessions/workshops/conferencing events.
- Experience in planning, running and managing national and international cultural events, gala dinners, cocktail functions etc.
- The ability to perform any other work related to conference/events planning and strategic communication and logistical management services as required. The service provider/s may subcontract additional skills, specifically targeting small and medium enterprises, to enhance their service offering when required by National Treasury.

The appointed company must possess a minimum of 10 years relevant event management experience. It will be required to allocate team members who will deliver the services detailed in the RFQ. All service providers, including the events management company, will be subject to vetting and screening due to the nature of the events to be undertaken.

National Treasury will maintain a hands-on approach throughout the contract. As such, the successful service provider will liaise closely with National Treasury's Head of G20 Logistics. Maintaining a trusted and sound working relationship will be key to the success of this contract. Confidentiality is a priority, and the service provider/s will be required to sign a non-disclosure agreement (NDA) before any work commences.

4. REPORTS SUBMISSION

The service provider is required to submit the following reports:

- a) Inception report including a detailed work plan and reporting schedule. The format to be agreed upon in advance with the Head of G20 Logistics in the National Treasury's Office of the DG (ODG).
- b) Proof of deliverables, project documents and/or project outcomes. This must also accompany all invoices as proof of work done.
- c) Progress between milestones reports (concise, 1-page reports emailed to the project manager). These will be agreed upon as either biweekly or weekly 'Friday reports' on progress/ hurdles on the deliverables.
- d) Delivery of specific milestones: After every deliverable, reconcile expenditure against the contract budget as part of budget tracking.
- e) Ad-hoc reports within agreed timeframes; and
- f) Contract close-out report to be submitted at least one week prior to the contract end date.

5. CONTRACT REQUIREMENTS

- Delivery of the highest standard in terms of quality, timeous delivery and within budget.
- All work done by the service provider/s on behalf of the National Treasury – including, but not limited to, artwork, images or graphics, as well as websites and portal designs must be provided to National Treasury in an electronic format (e.g., USB) as well as in an editable format for future use if necessary; and shall remain the property of the National Treasury.
- A very high standard of quality and professionalism at all times. The relevant ODG business unit will monitor quality standards of all outputs.

5.1 MANDATORY REQUIREMENTS/ BID CONDITIONS (DISQUALIFICATION)

Failure to adhere to any of these requirements will result in disqualification:

- a. Proof of company registration on Central Supplier Database Registration (CSD).
- b. In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required.
- c. In case of Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted and will be verified.
- d. In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier Database Registration (CSD) or separate CSDs for both companies are required.
- e. Service providers must submit CVs in a prescribed template as in ANNEXURE A. CV's must be signed by the owner of the cv not signed on behalf of the proposed resource

- f. Bidder representatives (Director/Shareholder/Proposed Resource) must not be employed by the State.
- g. CVs submitted in more than one bid will be rejected and not be considered for evaluation.

6. **EVALUATION**

The evaluation of bids submitted in response to this Terms of Reference will follow a structured methodology, as detailed in the evaluation stages outlined below. Please refer to Table 1 for a summary of the evaluation stages.

Table 1: Evaluation Stages

Evaluation Stage	Description
Stage 1	Administrative Compliance Evaluation of submission of Standard Bidding documents. Documents must be submitted and duly completed and signed where required (as indicated in <i>Information to Bidders</i>).
Stage 2: Technical Evaluation	Evaluation of technical proposals. Bidders must submit information as per <i>Bid Submission Requirements</i> . The submitted technical proposal must respond to the Technical Evaluation criteria cited in the Terms of Reference. Bidders must score a minimum threshold of 65 points out of 100 points in order to be considered for the next stage of evaluation.
Stage 3: Price and Specific goals	Price and Specific goals Preference points in the 80/20 formula will be awarded to bidders for attaining a score for specific goals as indicated below. Bidders must provide the required information for evaluation purposes.

6.1 **Additional requirements (Not for elimination)**

Bidders should ensure that the following submission requirements are included in their bid.

Table 2: Other technical evaluation requirements

OTHER REQUIREMENTS
Bidders must submit copies of identity documents of directors or shareholders of the company who will be responsible for this project with the bid documents at the closing date and time of the bid.
OTHER REQUIREMENTS

Proof of Qualifications

1. Bidders must provide supporting documentation as proof of educational qualifications as well as all required certificates. All copies must be certified, and the certification must not be older than six (6) months. If not the lowest points will be allocated
2. Please note Certificate of membership shall not be deemed as proof of educational qualification (Education qualifications refers to certifications issued by institutions of high learning e.g., Certificate, diploma, degree, etc.) Non-submission of qualifications will lead to a lowest score being allocated (section 2 of the evaluation criteria).
3. All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation. Non-submission of SAQA confirmation will lead to a lowest score being allocated for the qualifications' technical criterion (section 2 of the evaluation criteria).

Price proposal and specific Goals

1. Submission of a price proposal required in the proforma format. (SBD 3.3).
2. Proof of specific goals must be submitted as part of the Proposal
3. If there is non-submission, a bidder will obtain a score of zero for specific goals.

6.2 Technical Evaluation

Evaluation will be conducted in accordance with the table below:

Table 3: Desktop Technical Evaluation

No.	Criterion	Scoring	Weight
1	Qualifications and Experience		
1.1	Qualification: The project manager / team lead must have qualification(s) in the following areas: <ol style="list-style-type: none">1. event management, or2. hospitality, or3. communications, or4. public relations, or5. equivalent or related field (Refer to Annexure A)	<p>5 = Any relevant qualification above Degree/BTech/Advanced diploma (NQF 8+)</p> <p>4 = Degree/ BTech /Advanced Diploma (NQF 7)</p> <p>3 = National Diploma or advanced certificate (NQF 6)</p> <p>2 = Any qualification at NQF level 5</p> <p>1 = Any qualification below level 5/ No qualification</p>	10

<p>1.2</p>	<p>Project Manager / Team Lead Professional Experience</p> <p>The project manager / team lead must have a minimum of 5 years at a Project Manager / Team Lead role relevant in event/s management experience.</p> <p>A comprehensive CV must be attached as per Annexure A, listing at least five projects a service provider with less than 5 projects will be allocated a score of 1.</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Contract/project description • Specify the year the contract/project was established, the amount of the contract, and duration of the contract in which the services were rendered • International / high-profile event/s managed/coordinated • Contact details of clients 	<p>5 = 8 or more years of experience, with 5 or more projects</p> <p>4 = 6 to 7 years of experience, with 5 or more projects</p> <p>3 = 5 years of experience, with 5 or more projects</p> <p>2 = 3 to 4 years of experience, with 5 or more projects</p> <p>1 = less than 2 years of experience, with 5 or less projects</p>	<p style="text-align: center;">15</p>
<p>1.3</p>	<p>Company Professional Experience</p> <p>The company/organisation must have a minimum of 10 years relevant event management experience.</p> <p>Complete Annexure A, listing at least five projects. A company with less than 5 projects will be allocated a score of 1.</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Contract description • Specify the year the contract was signed, the amount of the contract, and duration of the contract in which the services were rendered • Contact details of clients 	<p>5 = 15 or more years, with 5 or more projects</p> <p>4 = 10 to 14 years, with 5 or more projects</p> <p>3 = 10 years, with 5 or more projects</p> <p>2 = 5 to 9 years, with 5 or more projects</p> <p>1 = less than 5 years, with 5 or less projects</p>	<p style="text-align: center;">15</p>

1.4	<p>International and High-Profile Events Experience</p> <p>The organisation/company must demonstrate a proven track record in managing international and high-profile events within the past 10 years.</p> <p>Complete Annexure A. List at least three international projects</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Examples of past events, detailing size, scope, and complexity. • Client reference letters for each event within the past 10 years. 	<p>5 = Specific experience managing international and high-profile events/summits, with 5 or more client reference letters</p> <p>4 = Specific experience managing international and high-profile events/summits, with 4 client reference letters</p> <p>3 = Specific experience managing international and high-profile events/summits, with 3 client reference letters</p> <p>2 = Specific experience managing international and high-profile events/summits, with 2 client reference letters</p> <p>1 = Specific experience managing international events/summits, with 1 client reference letter.</p>	20
2	Approach and Methodology		
2.1	<p>Technological Integration:</p> <p>The service provider must demonstrate their use of event management software tools and technologies.</p> <p>Showcase innovative solutions for enhancing participant experience (e.g., mobile apps, virtual reality tours etc)</p> <p>(Refer to Annexure A)</p>	<p>5= 5 or more tools and/or technologies demonstrated</p> <p>4= 4 tools and/or technologies demonstrated</p> <p>3= 3 tools and/or technologies demonstrated</p> <p>2= 2 tools and/or technologies demonstrated</p> <p>1= 1 tool and/or technology demonstrated</p>	20
	<p>Online events experience:</p> <p>Number of events or meetings conducted online (e.g., performances, workshops, conferences, summits etc.).</p> <p>List online platforms used</p> <p>(Refer to Annexure A)</p>	<p>5 = Led planning and management of more than 5 online meetings/events (e.g. workshops or conferences) over the past 5 years with more than 150 participants</p> <p>4 = Led planning and management of 4 - 5 online meetings/events (e.g. workshops or conferences) over the past 4 years with more than 100 participants</p> <p>3 = Led planning and management of 3 or less online meetings/events (e.g.</p>	20

		workshops or conferences) over the past 3 years with more than 50 participants 2 = Co-planned and managed online meetings/events (e.g. workshops or conferences) over the past 3 years 1 = Co-planned and managed online meetings (e.g. workshops or conferences).	
Total Score: Technical evaluation			100 %
Total Technical Minimum Threshold for functionality			65 %
Bidders who did not meet a minimum threshold of 65% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals			

6.3 BRIEFING SESSION

A briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to NTAdministrativeTenders@treasury.gov.za. The meeting details are as follows:

Date: 29 November 2024

Time: 09:00-10:00 South African Standard Time (SAST)

Venue: MS Teams

Link: [Join the meeting now](#)

6.4 Stage 3: Price and Specific Goals evaluation

Preferential procurement evaluation based on 80/20 principle

A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act. The points scored must be rounded off to the nearest two decimal places. Subject to regulation 9, the contract must be awarded to the tenderer scoring the highest points. Below is the terminology used for specific goals:

Table 4: Specific Goals allocation table

#	Score	Required proof/ documents to be submitted for evaluation purposes
		<p>Preference points for equity ownership by historically disadvantaged Individuals who, due to the apartheid policy that had been in place had no franchise in national elections before the introduction of the Constitution of the RSA, 1983 (Act 110 of 1983) or the Constitution of the RSA, 1993 (Act 200 of 1993)</p> <p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC)

1	<p>The company owned by people who are Black.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Black = 10 points • ≥51% and <100% company owned by people who are Black = 8 points • >0% and <51% company owned by people who are Black = 4 point • 0% company owned by people who are Black = 0 point 	10 points	<ul style="list-style-type: none"> • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number) • B-BBEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).
2	<p>The company owned by people who are women.</p> <ul style="list-style-type: none"> • 100% company owned by people who are women = 5 points • • ≥51% and <100% company owned by people who are women = 3 points • >0% and <51% company owned by people who are women = 1 point • 0% company owned by people who are women = 0 point 	5 points	<ul style="list-style-type: none"> • Agreement for a Consortium, Joint Venture, or Trust.
3	<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Youth = 5 points • ≥51% and <100% company owned by people who are Youth = 3 points • >0% and <51% company owned by people who are Youth = 1 point • 0% company owned by people who are Youth = 0 point 	5 points	

- a. The pricing proposal will be evaluated as per paragraph **2.3 above**.
- b. Bidders must specify their resource matrix and pricing as per table 5 below. Including team roles, expertise and responsibilities. List your key team members, their roles, and their relevant experience and expertise. Some names may be repeated. Add rows and/or additional expertise where necessary.

Table 5: Resource matrix

Role and responsibility (as per the ToR)	Name of Team Member	Professional Experience (reference specific projects they have worked on)	Duration of Experience (in months) /Number of relevant outputs	Reference (list name, organisation, and contact number)
Team Lead				
Event Planning and management				
Coordination of Logistics				
Collaborating with Stakeholders (Strategic communication)				
Marketing and branding				
Digital expertise (website and registration portal)				
Social media expertise				

- c. Price/financial proposals must be submitted in South African Rands (vat inclusive).
- d. Bidders need to provide an hourly rate (inclusive of VAT if applicable), taking into consideration that the level of effort(s) is dependent on the volume of meetings, workshops and events, as well as project assignments. The specific number of days to be contracted will be negotiated with the successful service provider based on NT needs.
- e. Proof of compliance to specific goals must be submitted as part of the Price Proposal/ Financial Proposal. Proof can be ID documents, company registration, CSD report. If there is non-submission, a bidder will obtain a score of zero for specific goals.
- f. NT reserves the right to negotiate the price offer or rates with the recommended bidder(s).

7. SCHEDULE AND DISBURSEMENT ARRANGEMENTS

The consultant will be remunerated in accordance with the terms of the contract with National Treasury, based on the volume of meetings, workshops and events, as well as project assignments. Remuneration of the consultant will be payable in South African Rands, on a fixed price basis.

Out-of-pocket expenses will be paid by National Treasury at cost. All claims for travel and other legitimate disbursement expenditure must be pre-approved by National Treasury before they are incurred. Pre-approved project expenditure on travel outside the province, related reasonable accommodation costs, expenditure on document reproduction, or any other legitimate pre-approved project disbursement expenditure will be reimbursed at cost.

8. MANAGEMENT OF SERVICE PROVIDER BY NATIONAL TREASURY

The service provider will be appointed by the DG: National Treasury. The Project manager, Head: G20 Logistics and Coordination, will be responsible for managing the service provider's work on a day-to-day basis.

9. DURATION

The contract period is for 12 months, subject to quarterly review. Measures of success will be assessed as per the project plan and further specified in the contact/service level agreement.

10. LOCATION

The resources will be required to work closely with the logistics team and be available to attend meetings regularly at National Treasury offices 240 Madiba Street, Pretoria CBD, the meeting venue/s, virtually on MS Teams where necessary, or as per client requirements. The successful bidder will be required to provide their own working tools such as laptops and computer equipment and any other item that may be necessary to assist in delivering the project effectively and on time. Members of the team will be bound by the security arrangements and related policies and are expected to comply as such.

11. BID VALIDITY

The bid will be valid for a period of 90 days.

12. TERMS AND CONDITIONS

- Successful bidder(s) must be able to commence work as soon as the service level agreement is signed. Service will be initiated by means of written instructions to the successful bidders, when required.

- Appointed service providers must be available at all stages to provide assistance within the set time frames as requested.
- NT reserves the right to screen and vet shortlisted service providers before appointment.
- NT reserves the right to terminate the contract in the event that there is clear evidence of deviations from the agreed specifications.
- NT also has the right to terminate the contract at any stage if there is proof of inefficiency in the delivery of the service. The service provider will be given 30-day notice.
- NT reserves the right to appoint more than one service provider.

13. PENALTIES/WARRANTIES

- If it is shown that errors or shortcomings exist within the service provided, the bidder shall be notified in writing and shall be required to perform corrective services within seven (7) days to remedy such errors at no cost to NT.
- NT reserves the right to reject work that does not meet the required standard and engage a different service provider to complete the work. NT shall serve fourteen (14) days written notice for termination of contract in the case of non-performance.
- Should any audit or inspection reveal that the contractor has not complied with any of the terms of this contract, the contractor will be liable for the cost of the audit or inspection as well as the cost of any losses incurred by NT associated with such non-compliance.

14. DISCLAIMERS

National Treasury reserves the right not to appoint any service providers. National Treasury reserves the right to appoint more than one service provider for selected aspects of the project should a single service provider not address all the components required, although this is the less desirable option.

15. INTELLECTUAL PROPERTY RIGHTS

The service provider assigns to National Treasury the Intellectual Property rights in all present and future works of which the service provider may be the author, which works were or are created, compiled, devised, or brought into being during the course and scope of the service provider's rendering of services to National Treasury. No consideration shall be payable by National Treasury to the service provider in respect of intellectual property rights relating to this assignment.

All artwork, videos, publications, reports, manuals, budgets, indices, research papers, letters or other similar documents (the nature of which is not limited by the specific reference to a foregoing items) which are created, posted, compiled or devised or brought into being by the service provider or come into the service provider's possession during the course and scope of this Agreements, and all copies thereof, shall be the property of National Treasury. Upon the date of termination of this Agreement, or

earlier if required by the National Treasury, such documents and all copies shall be returned to National Treasury.

On termination of the Agreement, the service provider shall deliver to National Treasury all property in the service provider's possession or under its control belonging to National Treasury or created in pursuance of the service provider's duties in terms of this assignment including, without limiting the generality thereof, documents, publications, videos, drawings, plans, reports, data sheets and USBs.

16. TENDER COSTS

The Bidder will be liable for all costs incurred in response to this request.

17. BIDDER'S RESPONSIBILITY

- The bidder is expected to fully acquaint themselves with the conditions, requirements, and specifications of NT before submitting a completed response. Failure to do so will be at the bidder's own risk and the Bidder cannot secure relief on the grounds of any mistake.
- The selected bidder(s) will be required to enter into a written agreement with NT. This ToR or any part thereof may be incorporated into and made part of such an agreement. NT shall not incur any obligation or liability towards the selected bidder(s) until a written contract has been signed by the duly authorised NT representative and the bidder(s).

18. TENDERING DETAILS

- Contact Details for technical enquiries
- E-mail Address: NTadministrativetenders.treasury.gov.za
- Contact Details for administrative procurement enquiries
- E-mail Address: NTadministrativetenders.treasury.gov.za

19. LATE SUBMISSIONS

Proposals submitted after the specified closing date and time will not be considered.

20. DECLARATION

I/We the undersigned hereby declare that I/We have read and understand the above and agree to be bound by the stated terms and conditions.

Name of Bidder	
Name of contact Person	

Capacity	
Signature:	Date:

ANNEXURE A: CURRICULUM VITAE - TEAM LEADER

The Team leader is required to fill in the following information below

1. Personal Information:

Personal Information:	Surname		
	First names		
	Identity / Passport Number		
	Country Issued		
	Tax Number		
	Date of birth		
	Gender		
Contact Details:	Telephone number (land line)		
	Cell Number		
	Email Address		
	Physical Address		
Candidate background checks	Are you a South African citizen?	Yes	No
	If no, what is your nationality?		
	Do you have a valid work permit? (only if non-South African)	Yes	No
	Are you currently in the employ of the state	Yes	No
	If yes, please provide details		
	Have you ever been charged and convicted with a criminal offence?	Yes	No
	If yes, please provide details of offence and the sentence imposed:		
	Do you have any pending criminal case against you?	Yes	No
	If yes, please provide details		
	Have you ever been dismissed for misconduct?	Yes	No
	If yes, please provide details		
	Do you have any pending disciplinary case against you? *	Yes	No
	If yes, please provide details		
	Have you resigned from a recent job pending any disciplinary proceeding against you?	Yes	No
If yes, please provide details			

Tick/mark relevant box.

Years of combined experience in area of work	8+ years	
	Between 6 and 7 years	
	5 years	
	Between 3 and 4 years	
	< 2 years	

2. Professional Experience - project manager / team lead

Start from the most recent. Add entries if needed.

Note: The project manager / team lead must reflect that they have a minimum of 5 years relevant experience in a project manager/ team leader role in event management. This must be captured in the table below. Start from the most recent. Add more entries if applicable.

Date [<i>from – to</i>]	Contract/project description	
	Employers Name	
	Contract amount	
	Employer's locality and contact details	
	Main Activities and Responsibilities	
Date [<i>from – to</i>]	Contract/project description	
	Employers Name	
	Contract amount	
	Employer's locality and contact details	
	Main Activities and Responsibilities	
Date [<i>from – to</i>]	Contract/project description	
	Employers Name	
	Contract amount	

	Employer's locality and contact details	
	Main Activities and Responsibilities	
Date [<i>from – to</i>]	Contract/project description	
	Employers Name	
	Contract amount	
	Employer's locality and contact details	
	Main Activities and Responsibilities	

3. Professional Experience - Company

Note: The company must have a minimum of 10 years relevant event management experience. This must be captured in the table below. Start from the most recent. Add more entries if applicable

Date [<i>from – to</i>]	Contract description	
	Employers Name	
	Contract amount	
	Employer's locality and contact details	
	Main Activities and Responsibilities	
Date [<i>from – to</i>]	Contract description	
	Employers Name	
	Contract amount	
	Employer's locality and contact details	
	Main Activities and Responsibilities	

Date [<i>from – to</i>]	Contract description	
	Employers Name	
	Contract amount	
	Employer’s locality and contact details	
	Main Activities and Responsibilities	
Date [<i>from – to</i>]	Contract description	
	Employers Name	
	Contract amount	
	Employer’s locality and contact details	
	Main Activities and Responsibilities	

4. Qualifications. Start from the most recent. Add more entries if applicable. Please provide certified proof of qualifications.

Qualification Awarded	
Name of Institution	
Dates	
Qualification Awarded	
Name of Institution	
Dates	
Qualification Awarded	
Name of Institution	
Dates	
Qualification Awarded	

Name of Institution	
Dates	

5. *International Professional Experience*

Provide a list of relevant projects in the past 10 years (provide client reference letters, linked to the past 10 years of experience. Add more entries if applicable):

1.	Client name	
	Nature/size, scope, and complexity. of the project	
	Indicate precise role played, and size of team allocated	
	Type of expertise required	
	Contract duration	
	Contract value (budget and actual)	
	Client contact details	
2.	Client name	
	Nature/size, scope, and complexity. of the project	
	Indicate precise role played, and size of team allocated	
	Type of expertise required	
	Contract duration	
	Contract value (budget and actual)	
	Client contact details	
3.	Client name	
	Nature/size, scope, and complexity. of the project	
	Indicate precise role played, and size of team allocated	
	Type of expertise required	
	Contract duration	
	Contract value (budget and actual)	
	Client contact details	

4. Technological Integration:

- a) demonstrate how you use event management software tools and technologies and provides names of software tools and technologies used.
- b) Showcase innovative solutions applied to enhance participant experience

5. Online events experience:

Detail the number of events or meetings you have been responsible for that were conducted online (e.g., workshops, performance, summits, conferences etc.). Provide a list of the online platforms used (add more entries if applicable) with contactable details of the client

Date [from – to]	Client's Name	
	Name of online event	
	Online platform(s) used	
	Number of attendees	
	Client's locality and contact details	
	Main Activities and Responsibilities	
Date [from – to]	Client's Name	
	Name of online event	
	Online platform(s) used	
	Number of attendees	
	Client's locality and contact details	
	Main Activities and Responsibilities	
Date [from – to]	Client's Name	
	Name of online event	
	Online platform(s) used	

	Number of attendees	
	Client's locality and contact details	
	Main Activities and Responsibilities	

Name: _____

Signature: _____

Date: _____



Special Conditions of Contract

NT013-2024

**APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND
EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF
TWELVE (12) MONTHS**

CLOSING DATE: 13 DECEMBER 2024 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

S U P P L Y C H A I N M A N A G E M E N T

A LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract takes precedence.

B. EVALUATION PROCESS AND CRITERIA

1. EVALUATION PROCESS

1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.1.1 Phase 1A: Initial screening process

a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status; and
- Any additional and supplementary verification information communicated by National Treasury.

b) **Administrative compliance**

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.
- CIPC

1.1.2 Phase 1B: Functionality evaluation as per attached Terms of Reference

- a) Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- b) Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- c) Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- d) The panel members will individually evaluate the responses received against the following criteria as set out below:
- e) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- f) The technical proposal will be scored out of 100 points, with a minimum threshold of 65% required. Bidders that do not meet the minimum functionality threshold of 65% will not be consider for further evaluation. Bidders will be evaluated on the functionality evaluation criteria in a table below:

Table 1: Summary of functional/Technical Evaluation Criteria

No.	Criterion	Scoring	Weight
1	Qualifications and Experience		
1.1	<p>Qualification: The project manager / team lead must have qualification(s) in the following areas:</p> <ul style="list-style-type: none"> 1. event management, or 2. hospitality, or 3. communications, or 4. public relations, or 5. equivalent or related field <p>(Refer to Annexure A)</p>	<p>5 = Any relevant qualification above Degree/BTech/Advanced diploma (NQF 8+)</p> <p>4 = Degree/ BTech /Advanced Diploma (NQF 7)</p> <p>3 = National Diploma or advanced certificate (NQF 6)</p> <p>2 = Any qualification at NQF level 5</p> <p>1 = Any qualification below level 5/ No qualification</p>	10
1.2	<p><i>Project Manager / Team Lead Professional Experience</i></p> <p>The project manager / team lead</p>	<p>5 = 8 or more years of experience, with 5 or more projects</p> <p>4 =6 to 7 years of experience, with 5 or</p>	15

	<p>must have a minimum of 5 years at a Project Manager / Team Lead role relevant in event/s management experience.</p> <p>A comprehensive CV must be attached as per Annexure A, listing at least five projects a service providers with less than 5 projects will be allocated a score of 1.</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Contract/project description • Specify the year the contract/project was established, the amount of the contract, and duration of the contract in which the services were rendered • International / high-profile event/s managed/coordinated • Contact details of clients 	<p>more projects</p> <p>3 = 5 years of experience, with 5 or more projects</p> <p>2 = 3 to 4 years of experience, with 5 or more projects</p> <p>1 = less than 2 years of experience, with 5 or less projects</p>	
1.3	<p><i>Company Professional Experience</i></p> <p>The company/organisation must have a minimum of 10 years relevant event management experience.</p> <p>Complete Annexure A, listing at least five projects. A company with less than 5 projects will be allocated a score of 1.</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Contract description • Specify the year the contract was signed, the amount of the contract, and duration of the contract in which the services were rendered • Contact details of clients 	<p>5 = 15 or more years, with 5 or more projects</p> <p>4 = 10 to 14 years, with 5 or more projects</p> <p>3 = 10 years, with 5 or more projects</p> <p>2 = 5 to 9 years, with 5 or more projects</p> <p>1 = less than 5 years, with 5 or less projects</p>	15

NT013-2024: APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS.

1.4	<p><i>International and High-Profile Events Experience</i></p> <p>The organisation/company must demonstrate a proven track record in managing international and high-profile events within the past 10 years.</p> <p>Complete Annexure A. List at least three international projects</p> <p>Compliance requirements:</p> <ul style="list-style-type: none"> • Examples of past events, detailing size, scope, and complexity. • Client reference letters for each event within the past 10 years. 	<p>5 = Specific experience managing international and high-profile events/summits, with 5 or more client reference letters</p> <p>4 = Specific experience managing international and high-profile events/summits, with 4 client reference letters</p> <p>3 = Specific experience managing international and high-profile events/summits, with 3 client reference letters</p> <p>2 = Specific experience managing international and high-profile events/summits, with 2 client reference letters</p> <p>1 = Specific experience managing international events/summits, with 1 client reference letter.</p>	20
<p>2 Approach and Methodology</p>			
2.1	<p><i>Technological Integration:</i></p> <p>The service provider must demonstrate their use of event management software tools and technologies.</p> <p>Showcase innovative solutions for enhancing participant experience (e.g., mobile apps, virtual reality tours etc)</p> <p>(Refer to Annexure A)</p>	<p>5= 5 or more tools and/or technologies demonstrated</p> <p>4= 4 tools and/or technologies demonstrated</p> <p>3= 3 tools and/or technologies demonstrated</p> <p>2= 2 tools and/or technologies demonstrated</p> <p>1= 1 tool and/or technology demonstrated</p>	20
	<p><i>Online events experience:</i></p> <p>Number of events or meetings conducted online (e.g., performances, workshops, conferences, summits etc.).</p> <p>List online platforms used</p> <p>(Refer to Annexure A)</p>	<p>5 = Led planning and management of more than 5 online meetings/events (e.g. workshops or conferences) over the past 5 years with more than 150 participants</p> <p>4 = Led planning and management of 4 - 5 online meetings/events (e.g. workshops or conferences) over the past 4 years with more than 100 participants</p> <p>3 = Led planning and management of 3 or less online meetings/events (e.g.</p>	20

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		workshops or conferences) over the past 3 years with more than 50 participants 2 = Co-planned and managed online meetings/events (e.g. workshops or conferences) over the past 3 years 1 = Co-planned and managed online meetings (e.g. workshops or conferences).	
Total Score: Technical evaluation			100 %
Total Technical Minimum Threshold for functionality			65 %
Bidders who did not meet a minimum threshold of 65% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals.			

- g) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 65% will be evaluated and scored in terms of pricing and specific goals as indicated hereunder.
- h) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- i) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 65% for site inspection will be evaluated and scored in terms of pricing and specific goals.

TERMS AND CONDITIONS

- Successful bidder(s) must be able to commence work as soon as the service level agreement is signed. Services will be initiated by means of written instructions to the successful bidders, when required.
- Appointed service provider/s must be available at all stages to provide assistance within the set timeframes as requested.
- National Treasury reserves the right to screen and vet shortlisted service providers before appointment.
- National Treasury reserves the right to terminate the contract in the event that there is clear evidence of deviations from the agreed specifications.
- National Treasury reserves the right to communicate with the service provider/s pertaining

to information submitted on the closing date and time.

- National Treasury reserves the right to appoint more than one service provider

2. EVALUATION CRITERIA

a) In terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific goals (maximum 20 points)

b) The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

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

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

c. The State reserves the right to arrange contracts with more than one contractor.

2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Note to organs of state: 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.)

NT013-2024: APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS.

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1	<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Youth = 5 points • ≥51% and <100% company owned by people who are Youth = 3 points • >0% and <51% company owned by people who are Youth = 1 point • 0% company owned by people who are Youth = 0 point 	5 points	<p>Proof of claim as declared on SBD 6. 1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number) • B-BBEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.
2	<p>The company owned by Historically Disadvantaged Individuals (HDI) (Black).</p> <ul style="list-style-type: none"> • 100% company owned by HDI = 10 points • ≥51% and <100% company owned by HDI = 8 points • >0% and <51% company owned by HDI = 4 points • 0% company owned by HDI = 0 point 	10 points	
3.	<p>The company owned by HDI (Women).</p> <ul style="list-style-type: none"> • 100% company owned by HDI = 5 points • • ≥51% and <100% company owned by HDI = 3 points • >0% and <51% company owned by HDI = 1 point • 0% company owned by HDI = 0 point 	5 points	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

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.

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 with regard to preferences, in any manner required by the organ of state.

- a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- b) Bidders are requested to complete the various specific goals forms in order to claim points.
- c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- d) The National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- e) Points scored will be rounded off to the nearest 2 decimals.
- f) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- g) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. MANDATORY REQUIREMENTS

3.1 An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required.
- c) In case of Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted and will be verified.
- d) In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier Database Registration (CSD) or separate CSDs for both companies are required.
- e) Service providers must submit CVs in a prescribed template as in ANNEXURE A. CV's must be signed by the owner of the cv not signed on behalf of the proposed resource.

- f) Bidder representatives (Director/Shareholder/Proposed Resource) must not be employed by the State.
- g) CVs submitted in more than one bid will be rejected and not be considered for evaluation.

FAILURE TO ADHERE TO THE CONDITIONS STATED ABOVE WILL LEAD TO DISQUALIFICATION

NOTE: Required Administrative Documents (Not for elimination)

- a) Valid Tax Clearance Certificate and/or SARS issued pin code, In case of Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted and will be verified.
- b) Proof of valid registration with Compensation for Occupational Injuries and Diseases Act (COIDA).
- c) All copies of qualification(s) must be certified, and the certification must be valid for six (6) months from the required bid submission date, if not the lowest points will be allocated
- d) All foreign qualifications must be accompanied by South African Qualifications Authority (SAQA) certificate of evaluation, if not the lowest points will be allocated.
- e) Submission of a price proposal required in the proforma format. (SBD 3.3).
- f) Proof of specific goals must be submitted as part of the Proposal

4. TAX COMPLIANCE STATUS

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

6. CLIENT BASE

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

7. LEGAL IMPLICATIONS

Successful service providers will enter into a service level agreement with National Treasury

8. COMMUNICATION

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9. BRIEFING SESSION

A briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to NTAdministrativeTenders@treasury.gov.za. The meeting details are as follows:

Date: **29 November 2024**

Time: **09:00-10:00 South African Standard Time (SAST)**

Venue: **MS Teams**

Link: [Join the meeting now](#)

10. LATE BIDS

Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.

11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

12. PRESENTATION

National Treasury may require presentations/interviews from short-listed bidders as part of the bid process.

13. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
 - directly or indirectly fixing a purchase or selling price or any other trading condition;

- dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

14. FRONTING

- a. The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

15. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into a formal contract with the National Treasury.

16. PACKAGING AND SUBMISSION OF BID

The bidder shall place both the sealed Technical Proposal and Price/ Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follow:

16.1 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **NT013-2024**

Description: **APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS.**

Bid closing date and time: **13 DECEMBER 2024 AT 11H00AM**

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid.

16.2 PRICE/ FINANCIAL PROPOSAL

Bid No: **NT013-2024**

Description: **APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS.**

Bid closing date and time: **13 DECEMBER 2024 AT 11H00AM**

Name and address of the bidder:

In this envelope, the bidder shall provide the price/ financial proposal.

The Technical Proposal envelope must contain one original hard copy document, clearly marked “1 Original”, and four (4) hardcopies, clearly marked “Copy”. Bidders may attach soft copies in a USB format.

- 16.3 All bids must be submitted in the TIC Tender Box located at 240 Madiba Street (Vermeulen), Pretoria. Bids submitted in the incorrect tender box will not be Considered.**

17 CONTACT DETAILS

Supply Chain Management, 4th floor at National Treasury,

Private Bag x 115, Pretoria, 0001

Physical address: 240 Madiba Street (Vermeulen), Pretoria

For General enquiries: NTAdministrativeTenders@Treasury.gov.za

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: NT013-2024
CLOSING TIME 11:00 AM ON 13 DECEMBER 2024	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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APPOINTMENT OF A SERVICE PROVIDER/S TO ASSIST WITH THE PLANNING AND EXECUTION OF THE G20 FINANCE TRACK RELATED MEETINGS FOR A PERIOD OF TWELVE (12) MONTHS.

Services must be quoted in accordance with the attached terms of reference.

Roles and responsibilities	Name of team member	Hourly rate incl. VAT
Event planning and management		R
Coordination of logistics		R
Collaboration with stakeholders (strategic communication)		R
Marketing and branding		R
Digital expertise (website and registration portal)		R
Social media expertise		R
Total of Hourly Rate		R

Total cost of the assignment (R inclusive VAT) R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment.

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance of bid_____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

Any enquiries regarding technical enquiries may be directed to –

Contact Person: NTAdministrativeTenders@Treasury.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND 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

1.2 **To be completed by the organ of state**

a) 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

- (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

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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.

The 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)
<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Youth = 5 points • ≥51% and <100% company owned by people who are Youth = 3 points • >0% and <51% company owned by people who are Youth = 1 point • 0% company owned by people who are Youth = 0 point 	5 points	
<p>The company owned by Historically Disadvantaged Individuals (HDI) (Black).</p> <ul style="list-style-type: none"> • 100% company owned by HDI(Black) = 5 points • ≥51% and <100% company owned by HDI (Black) = 3 points • >0% and <51% company owned by HDI (Black)= 1 point • 0% company owned by HDI (Black)= 0 point 	10 points	

<p>The company owned by HDI (Women).</p> <ul style="list-style-type: none"> • 100% company owned by HDI(Women) = 5 points • ≥51% and <100% company owned by HDI (Women) = 3 points • >0% and <51% company owned by HDI (Women) = 1 point • 0% company owned by HDI(Women) = 0 point 	<p>5 points</p>	
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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. 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 1.4 and 4.2, the contractor 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 contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

**Contractors'/Suppliers' Questionnaire – Individuals:
Questionnaire A**

Please answer the questions by marking the appropriate column with an "X".
Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Natural Persons:	
Surname:	
Initials:	
First two names:	
Title:	
ID number or passport number:	
Nationality:	
Income Tax reference number:	
Date of birth:	
If not a citizen of the RSA, furnish a certified copy of a work permit:	
Postal address and code:	
Residential address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	
If in possession of a tax clearance certificate or exemption certificate (IRP30), furnish a certified copy thereof:	
Jurisdiction in which contractor is "ordinarily resident" i.e. place of permanent residence:	

DEPARTMENT OF NATIONAL TREASURY

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Question		Yes	No
1.	Do you supply services on behalf of a Labour Broker?		
2.	Are you subject to the control or supervision of the National Treasury (NT)? Including, but not limited to, the following: <ul style="list-style-type: none"> • The manner of duties performed; • The hours of work; • The quality of work. 		
3.	Are you paid at regular intervals i.e. daily, weekly, monthly etc? (If the payments are made at regular intervals or by a rate per time period)		
4.	Will payment to you include any benefits? Including, but not limited to, the following: <ul style="list-style-type: none"> • Leave pay; • Medical aid; • Training; • Sick Leave. 		
5.	Will, or have you be/been in the full time employment of the NT?		
6.	Will you require of the NT to provide any equipment, tools, materials or office space, in order to fulfil the contract?		
7.	Do you supply these, or similar, services only to the NT and not to any other client or the general public?		
8.	Will you be required to work more than 22 hours per week?		
8.1	If "yes", will payment be made on an hourly, daily weekly or monthly basis?		
8.2.1	Will you work solely for the NT?		
8.2.2	Will you provide a written statement to this effect?		
Non-Residents of the RSA			
9.	Will you return to your jurisdiction of residence upon the termination of the contract?		
10.	Is the contract to exceed a period of three years?		
11.	Will you be returning to the jurisdiction of residence during the course of the contract? If so, for what periods of time?		
12.	Is your employer resident in the Republic of South		

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
	Africa or does a permanent establishment or branch represent the employer in the Republic?		
13.	If a permanent establishment or branch represents the employer in the Republic, will your salary be paid from such permanent establishment or branch?		
14.	Will you be required to perform any work outside of the Republic?		
15.	Do you agree to submit copies of your passport should the NT, so require?		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:

DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

Contractors’/Suppliers’ Questionnaire – All Service Providers (excluding Individuals): Questionnaire B:

Please answer the questions by marking the appropriate column with an “X”. Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Corporate Contractors (including companies, close corporations and trusts):	
Registered name and furnish a certified copy of registration:	
Nature of legal entity:	
Trade name:	
Registration number:	
Date of incorporation:	
Jurisdiction of incorporation:	
Jurisdiction where effective management is performed:	
Income tax reference number:	
Employees’ Tax reference number:	
Value Added Tax number and furnish a certified copy of VAT 103 Certificate:	
Postal address and code:	
Physical address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
1.	Are you a "Labour Broker" i.e. do you provide payment for supplying the National Treasury (NT) with a person/s? If so, furnish a certified copy of an IRP30, which is valid for the period of the contract.		
2.	Is the service to be rendered personally by any person, who is a connected person, in relation to the entity? (For example a shareholder, member or their direct family)		
3.	Do you employ four or more employees on a full time basis throughout the year, excluding connected parties? If so, are these employees engaged in rendering the service to the NT? (For example secretarial employees would NOT be so engaged)		
4.	Would you be regarded as an employee of the NT if the service was rendered by the person directly to the NT, other than on behalf of the contractor?		
5.	Do you, the Company, Close Corporation or Trust receive any form of training supplied or paid for by NT? If "yes", please specify the nature and extent of the training:		
6.	Are you, the Company Close Corporation or Trust free to choose which tools or equipment, or staff, or raw materials, or routines, patents and technology to use in performing your main duties?		
7.	In order to perform your main duties, do you, or does such a person, Company, Close Corporation or Trust, use any tools or equipment supplied or paid for by NT? If "yes", please state the nature thereof:		
8.	Are you subject to the control or supervision of the NT, as to the manner in which, or hours during which, the duties are performed or are to be performed in rendering the service?		
9.	Will the amounts paid or payable in respect of the service consist of, or include, earnings of any description, which are payable at regular daily, weekly, monthly, or other intervals?		
10.	Will more than 80% of your income, during the year		

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
	of assessment, from services rendered, consist of or be likely to consist of amounts received directly or indirectly from any one client , or any associated institution, in relation to the client?		
11.	Does your contract contain any elements of an employment contract? [i.e. Job titles, reporting structure in organisation, fixed working hours, employment benefits, performance bonuses (excluding bonus and penalties for early or late delivery)]		
12.	Does your contract contain any clause that will enable you to receive payment, even if no work was done?		
13.	Have you ever been classified as a Labour Broker or personal services company (including Close Corporation and Trust) by SARS or any other client?		
14.	If the answer to question 13 was "yes", did anything change that no longer classifies you as a labour broker or personal services company? If "yes", elaborate:		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
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6. Patent rights
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

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

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable

difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss

or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

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

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

32. Taxes and duties

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

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

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