



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 02-2026/2027**
Enquiries : Mr HM Rakhoale; Ms E Mazibuko; Ms MB Mphahlele
Telephone : 012 351 0077/ 1395/ 0225

Sir/Madam

1. Bid No: **DIRCO 02-2026/2027**
2. **INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE FOR: BRANDING MATERIAL (STATE PROTOCOL LOUNGES; HOTELS & AIRPORT EXTERIOR, PARK & RIDE), MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETINGS AND LEADERS' SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03 TO 18 AUGUST 2026, IN KWAZULU-NATAL** Required at the Department of International Relations and Cooperation (OR Tambo Building)
3. **Closing date: 12 JUNE 2026; 11 O'clock am**
4. **A non-compulsory virtual briefing session will be held on 05 JUNE 2026 10:00am. Bidders must join a non-compulsory virtual briefing session using a link provided on the website where the tender is advertised.**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD3.1. A, SBD3.1. B; SBD3.1.C; SBD3.1. D; SBD3.1. E; SBD 3.1.F; SBD4, SBD6.1, Reference Letter Template and General Conditions of Contract.
6. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
7. Please make sure that your bid reaches this office before the closing date.
8. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

The envelope can be placed in the bid box at DIRCO New Head office Building, 460 Soutpansberg road Rietondale Pretoria.

Non-compliance with any of **the above** conditions will result in **your bid being disqualified**.

Yours faithfully

CHIEF DIRECTOR

DATE:

Kgoro ya Tirisano le Tshomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • Umnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Liliko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumiso • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhiso • Departement van Internasionale Betrekkings en Samewerking

**PART A
INVITATION TO BID**

| | | | | | |
|--|--|------------------------------|-----------------------------|--|---------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION | | | | | |
| BID NUMBER: | DIRCO 02-2026/2027 | CLOSING DATE: | 12/06/2026 | CLOSING TIME: | 11:00am |
| DESCRIPTION | INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE FOR: BRANDING MATERIAL (STATE PROTOCOL LOUNGES; HOTELS & AIRPORT EXTERIOR, PARK & RIDE), MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETINGS AND LEADERS' SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03 TO 18 AUGUST 2026, IN KWAZULU-NATAL | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION | | | | | |
| 460 SOUTPANSBERG ROAD RIETONDALE | | | | | |
| PRETORIA | | | | | |
| 0084 | | | | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| | | TCS PIN: | | OR | CSD No: |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | |
| | | [IF YES ENCLOSE PROOF] | | [IF YES ANSWER PART B:3 BELOW] | |
| SIGNATURE OF BIDDER | | | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | | | | | |
| TOTAL NUMBER OF ITEMS OFFERED | | | | TOTAL BID PRICE (ALL INCLUSIVE) | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | | | |
| DEPARTMENT | International Relations and Cooperation (DIRCO) | | | | |
| CONTACT PERSON | SCM | | | | |
| TELEPHONE NUMBER | 012 351 0225 / 1395 / 0077 | | | | |
| | Mphahlemb@dirco.gov.za / mazibukoe@dirco.gov.za / rakhoaleh@dirco.gov.za | | | | |
| E-MAIL ADDRESS | | | | | |

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 ONLINE |
| 1.3. | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). |
| 1.4. | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT. |
| 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. |
| 2.5 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. |
| 2.6 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
| 3.1. | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. | DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p> | |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

DIRCO 02-2026/2027

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE FOR: BRANDING MATERIAL (STATE PROTOCOL LOUNGES; HOTELS & AIRPORT EXTERIOR, PARK & RIDE), MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETINGS AND LEADERS' SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03 TO 18 AUGUST 2026, IN KWAZULU-NATAL



TERMS OF REFERENCE

Closing Date: 12 June 2026 at 11:00

Non-Compulsory Virtual Briefing Session: 05 June 2026 at 10:00

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE FOR: BRANDING MATERIAL (STATE PROTOCOL LOUNGES; HOTELS & AIRPORT EXTERIOR, PARK AND RIDE), MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETINGS AND LEADERS' SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03 TO 18 AUGUST 2026, IN KWAZULU-NATAL.

PURPOSE

The Department of International Relations and Cooperation (hereinafter referred to as "DIRCO") intends to appoint a reputable service provider/s to provide an all-inclusive event management service for: branding material, media-buying services, conference packs, promotional material, and event logistical requirements (goods & services) for the for the SADC Senior officials, Council of Ministers meetings, and Leaders' Summit under South Africa's chairship, scheduled to take place from 3 to 18 August 2026, in KwaZulu-Natal.

1. BACKGROUND

The Republic of South Africa assumed interim chair-ship of the plurilateral body known as the Southern African Development Community (SADC) on 1 November 2025. It is anticipated that during South Africa's interim chairship of SADC, the country will co-host several sectoral meetings and events which will culminate in a Heads of State and Government Summit scheduled for August 2026. At the Summit South Africa will officially become the chair until August 2027.

The hosting of the SADC Summit will be one of the largest National Projects this year, requiring a whole-of-government and society approach. The importance of coordination, collaboration, consultation, and sharing of information for a successful of South Africa's SADC interim chair should therefore be emphasised.

Cabinet has approved an "Official Calendar of Events" that includes the several sectoral meetings and events which will culminate in a Heads of State and Government Summit scheduled to take place in August 2026.

In preparation for the Summit, South Africa, through DIRCO, is required to facilitate logistical arrangements, which include the procurement of marketing and event management services.

2. SCOPE OF WORK

The terms of reference have been divided into five (5) categories of services that will be required for South Africa's SADC Chairship summit, scheduled to take place during the year 2026.

Bidders MUST quote DIRCO on ALL five (5) categories.

Services that will be required for the 2026 SADC Meeting and leaders' Summit are as follows:

- 2.1 Branding services (state protocol lounges, hotels, airports, park and ride)
- 2.2 Media-buying services,
- 2.3 Conference packs (conference stationery),
- 2.4 Promotional material
- 2.5 Events logistical requirements.

3. TASK DIRECTIVE

Bidder/s will be required to submit a comprehensive proposal, branding plan and project plan on the execution of all the goods and services as prescribed herein. The proposal, branding plan and project plan must, among others, clearly indicate dates, timeframes, and the way the services will be rendered.



DIRCO will consider each separate proposal based on the Bidder/s overall compliance with the terms and conditions contained herein and the financial implications attached thereto.



4. SPECIFICATION



4.1. CATEGORY A: BRANDING MATERIAL



Bidders are requested to quote the department on branding material for South Africa's SADC Chairship as follows:



| BRANDING MATERIAL | | | |
|--------------------------|---|--|---|
| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY |
| A. | AIRPORT BRANDING AT THE FOLLOWING AIRPORTS: - <i>King Shaka International</i> | Branded Welcome desks (on rental) – Design 45-degree curved desk with at least one shelf (<i>internal</i>) below countertop, and two highchairs (<i>adjustable</i>) – Desk dimensions ±2m x 0,4m – Branding Full colour – Finishing High Level Full Colour Print – SADC (Artwork will be provided) Example:  | X3 Sets (<i>SADC info desk</i>) (King Shaka International Airport) |

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| | <p>Media Backdrops (to be placed behind each information desk)</p> <ul style="list-style-type: none"> • Dimensions 3000 x 2000mm • Material Sublimated fabric (non-transparent) • Aluminium Retractable construction • Supplied with carry bag • SADC (Artwork will be provided) <p>Example:</p>  | <p>X3 (1 per info desk) (King Shaka International Airport)</p> |
| | <p>Pull/Roll Up Banner (State Protocol Lounge, Hotels & dedicated Airport lanes)</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2 000mm(h) • Branding Full Colour • Finishing High Level Full Colour Print • Material Lay flat White PVC quality & resolution • Wide Base Aluminium Alloy • Branding Full colour • Supplied with carry bag | <p>X60 (King Shaka International Airport)</p> |
| | <p>Directional signage (Floor decals at the King Shaka International Airport for the duration of one week)</p> <ul style="list-style-type: none"> - Material Vinyl - Size 30x20cm - Slip and scratch resistant - SADC (Artwork will be provided) <p>Example:</p>  | <p>X200 (King Shaka International Airport)</p> |

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| | <p><u>Directional signage at Immigration counters/booths</u> <i>(for the duration of arrival and departure of delegates)</i></p> <ul style="list-style-type: none"> - Material: Vinyl - Size: 210mm x 297mm - Slip and scratch resistant - SADC (Artwork will be provided) <p>Example:</p>  | <p>X40 (OR Tambo and King Shaka International Airport)</p> |
| | <p><u>Bollard Wrapping: Arrivals and Departure Zones</u> King Shaka International Airport ONLY</p> <p>Description 3-sided bollard cover Material 3mm Correx Size 36" x 4.5 SADC (Artwork will be provided)</p> <p>Example:</p>  | <p>X50 (King Shaka International Airport)</p> |
| | <p><u>Airport Fence Wrangler Wrap</u> (King Shaka International Airport)</p> <ul style="list-style-type: none"> • Dimensions 4000m(w) x 5m(h) • Material Sublimated fabric (<i>non-transparent</i>) finished with webbing all around • Additional Eyelets every 500mm apart and hemmed for strength. • Finishing High Level Full Colour Print • Branding Full colour • SADC (Artwork will be provided) | <p>X1 (Branding ONLY)</p> |

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| | <p>Example:</p>  | |
| | <p>Crowd Barrier Fencing with branding (entrance / roads leading to park and ride)</p> <ul style="list-style-type: none"> • Dimensions 10m (w) x 5m(h) • Material Sublimated fabric (<i>non-transparent</i>) finished with webbing all around • Additional Eyelets every 500mm apart and hemmed for strength. • Finishing High Level Full Colour Print • Branding Full colour • SADC (Artwork will be provided) <p>Example:</p>  | <p>X2 (On Rental)</p> |
| | <p>Speed Fencing with Directional Signage (entrance / roads leading to park and ride)</p> <p>Specification:</p> <ul style="list-style-type: none"> - Speed fencing - Size: 2m high - Fence banner including eyelets 2m high single sided - Finishing: High Level Full Colour Print - Branding: Full colour - Deliver and install - SADC (Artwork will be provided) <p>Example:</p> | <p>X100 (On Rental)</p> |

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| | | <p><u>Free Standing Signs – Park & Ride</u></p> <p>Specification:</p> <ul style="list-style-type: none"> - Material: Steel frame - Size: 1.8m x 1m - G1 – Vinyl prints to standing signs (country names) – double sided - Deliver and install standing signs with the vinyl prints - SADC (<i>Artwork will be provided</i>) <p><u>Example:</u></p>  | X40 (On Rental) |
| | | <p><u>Floorplan Cubes + Directional Signage</u></p> <p>Specification:</p> <ul style="list-style-type: none"> - Material: Maxima System box frame - Size: 3m x 2m x 0.5m including weight - GF1 – Fabric banner including fabric welt – double sided - Deliver and install the floorplan cubes with the fabrics - SADC (<i>Artwork will be provided</i>) <p><u>Example:</u></p> | X50 |

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| | | <p>Vehicle Decals</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Material: Magnetic - Size: 600mm x 420mm - Finishing: High level full colour print (Artwork will be provided) - Slip and scratch resistant - SADC (Artwork will be provided) <p>Example:</p>  | <p>X100 (2 per car/shuttle or bus). Two on the doors</p> |
| | | <p>Telescopic Banners for Accreditation Centre</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Type Harp (double-sided) - Dimensions 3m Height - Finishing High level full colour print with country flags - Material 100% polyester fabric - Windproof design - Washable supplied with ground peg and carry bag - SADC (Artwork will be provided) <p>Example:</p> | <p>X50</p> |

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| | | <p>Ceremonial Car Registration Plates</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Material: Magnetic - Size: 520mm (w) x 113mm (h) - Finishing: High level full colour print (Artwork will be provided) - Slip and scratch resistant - SADC (Artwork will be provided) <p>Example:</p>  | X80 (2 per car) |
| <p>Important notes:</p> <ul style="list-style-type: none"> - The Successful Bidder will be responsible for: Production, Installation and Breakdown/Removal of Branding Material at all identified venues. - The Successful Bidder will be required to deliver the above branding requirements in batches, and further details to be communicated to the successful bidder. - The delivery plan with timelines and quantities (per batch) will be communicated to the successful bidder. | | | |

4.2. CATEGORY B: Media buying services

Bidders are requested to quote the department on Media Buying services for South Africa's SADC Chairship meetings and Summit as follows:

- Design services for all print media buying platforms stipulated under the category,
- Placement of radio advertisements,
- Placement of print advertisements, and
- Placement of billboards.

| MEDIA BUYING SERVICES | | | |
|------------------------------|---|---|--|
| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY |
| 1. | Design Services | <p>Bidders will be required to provide graphic design services on all print media in line with the provided SADC logo/brand guidelines and approved messaging. The design team from the bidding company will work closely with the design team from DIRCO.</p> <ul style="list-style-type: none"> • Artwork will be signed off by DIRCO prior to production/application. | Across all areas. |
| 2. | Placement of: Radio Advertisements | <p>03 Months National Campaign 2026 (01 July – 30 September 2026) (Excluding weekend)</p> <p>Service Providers are requested to assist with the placement of radio adverts on the following national and commercial stations.</p> <ul style="list-style-type: none"> ✓ Power FM ✓ Lesedi FM ✓ Umhlobo Wenene FM ✓ Motswedding FM ✓ Thobela FM ✓ Metro FM ✓ SA FM ✓ 702 ✓ Radio 2000 ✓ Capricorn FM ✓ 947 (94.7) ✓ Ukhozi FM ✓ Phalaphala FM ✓ Munghana Lonene FM ✓ Ikwekwezi FM <p><u>ADVERT SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Number of Stations X15 • Segments X1 Morning show (per station) X1 Afternoon show (per station) • Length of Advert/s 30 seconds • Duration X2 Bursts per day, per station for 09 weeks (1 July – 30 September 2026) <p>N.B.: Radio Adverts will be produced and provided by the Department (DIRCO)</p> | X2 Bursts per Day, per Station over 03 Months (01 July – 30 September 2026) (excluding weekends) |



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| 3. | Placement of: Print Advertisements | <p>03 Months Print and/or online Media Campaign Service Providers are requested to assist with the placement of adverts in the following newspaper publications</p> <p><u>Weekends</u></p> <ul style="list-style-type: none"> ✓ City Press ✓ Sunday World ✓ Sunday Times <p><u>Weekdays</u></p> <ul style="list-style-type: none"> ✓ The Sowetan ✓ Business Day ✓ City Press ✓ Mail & Guardian ✓ Cape Times ✓ Daily Maverick ✓ The Star <p><u>ADVERT SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Size 90h X 205w mm • Trim 95h X235w mm • Bleed 100h X 245w m • Finish Full colour • Quantity X1 Burst per publication per week | <p>X1 Placement per Publication per week</p> <p><i>(1 July – 30 September 2026)</i></p> |
| 4. | Billboard Advertising | <p>Bidder/s are requested to assist with Billboard applications for the duration of 08 Months at PRIME spots situated around the other 8 Provinces (two (2) in each province) preferably at entry points.</p> <p>Ten (10) Billboards in and around Durban City Centre including King Shaka International Airport:</p> | <p>X26 Billboards</p> <p><i>(1 July – 31 March 2027)</i></p> |



4.3. CATEGORY C: Conference Packs




Bidders are requested to quote the department on conference packs for South Africa's SADC Chairship meetings and Summit as follows:



- Design services for all artwork required for promotional material stipulated under the category,
- Conference bags,
- Notebook with folder sets,
- Notebooks
- Executive pens,
- Power Bank and Multi-Charging Cable (3-in-1)
- Wireless earphones
- Beaded lanyards,
- Lapel pins,
- Lanyards,
- Coasters
- USBs
- Portable handheld fans
- Woven Gift bags.

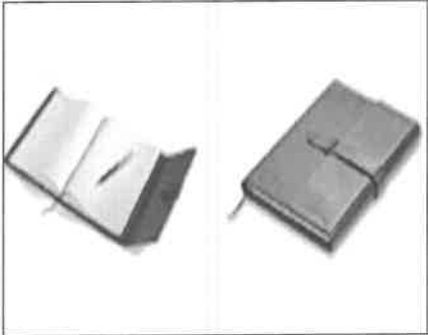

| BRANDED CONFERENCE PACKS | | | |
|---------------------------------|---|--|-------------------|
| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY |
| A. | DESIGN SERVICES | <p>Bidders will be required to provide graphic design services on all branding material in line with the provided SADC logo/brand guidelines. The design team from the bidding company will work closely with the design team from DIRCO.</p> <ul style="list-style-type: none"> • Artwork examples will be provided but will need to be adjusted according to specific products. • Artwork will be signed off by DIRCO prior to production/application. | Across all areas. |
| B. | HEADS OF STATE PACKS (X40 pax) | <p>Premium Leather bespoke laptop/iPad protective sleeve and Matching briefcase</p> <p>Equivalent to the following Quality:</p> <p>Bespoke protective laptop/iPad sleeve</p> <ul style="list-style-type: none"> – Material: High quality genuine leather – Colour: Dark brown – Size: 14.2 inch: 35.5*3*26 cm 16.2 inch: 40*3*29cm – Branding Debossing <p>Example:</p> | X40 |


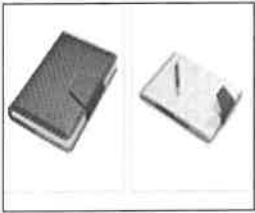

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| | |  <p>Matching briefcase</p> <ul style="list-style-type: none"> - Description: Genuine leather handmade briefcase suitable for a 17" laptop - Features: Two main zipped compartments with detachable utility slots for pens, cards, and a phone, and two external front pockets. - Finishing: Compartments finished with raw leather lining, and zipped pockets lined with 100% organic cotton. - Colour: Dark Brown - Dimensions: W42 x H30 x D11 - Weight: 2.08 kg - Branding: Debossing <p>Example:</p>  | X40 |
| | | <p>Branded A4 Notebook with Leather folder</p> <ul style="list-style-type: none"> - Folder quality Genuine Leather Zipped folder - Size A4 - Pages Branded lined pages - Colour Dark brown - Branding Foiling/Debossing | X40 |


| | | | |
|----|--|--|------|
| | | <p>Example:</p>  | |
| | | <p>Branded Executive pen</p> <ul style="list-style-type: none"> - Description Executive fountain pen - Branding Engraving - Ink Black <p>Example:</p>  | X40 |
| C. | <p>MINISTERS PACKS (X150 pax)</p> | <p>Infiniti Leather Business Case on Wheels</p> <p>Equivalent to the following:</p> <ul style="list-style-type: none"> - Material 100% Genuine Leather - Colour Brown - Adjustable trolley handle - 4 wheels - Soft carry handles - Front slip pocket for small things - Front organizer for stationery and business cards - 2 x front slip pockets to slide in last minute papers - Front main compartment with filing section to neatly store files and documents - Back main compartment with packing straps for a set of clothes or extra documents - Padded space for 15.6" laptop - Built-in TSA lock to lock zips and secure your documents - Interior lining with inner zip pockets for smaller valuables - Metallic zip pulleys, zips and leather trims - Rear travel-sleeve to slide bag over other luggage trolley handle - *Cabin-size - Branding Embossing <p>Example:</p> | X150 |



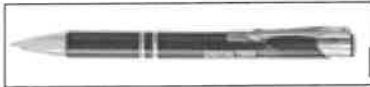
| | | | |
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| | |  | |
| | | <p>Branded A4 Notebook with Leather folder</p> <ul style="list-style-type: none"> - Material Genuine leather - Size A4 - Pages Branded lined pages - Branding Foiling/ Laser embossing <p>Example:</p>  | X150 |
| | | <p>Branded Executive pen</p> <p>Equivalent to the following quality:</p> <ul style="list-style-type: none"> - High quality pen - Fishing Chrome - Branding Engraving <p>Example:</p>  | X150 |




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| | | <p>Custom Lapel pin</p> <ul style="list-style-type: none"> - Pin type Two-piece Metal (brass), with magnetic back piece - Size ±34mm - Material Brass - Colour Gold, Silver, and bronze <p>(Breakdown will be discussed with the appointed service provider)</p> <ul style="list-style-type: none"> - Branding 2026 SADC logo <p>Example:</p>  | X1000 |
| D. | <p>DELEGATES BACKPACKS (X350 pax)</p> | <p>Leather Executive Backpack</p> <ul style="list-style-type: none"> • Description A Pioneer Backpack with master of versatility • Quality 100% Genuine Leather • Material Genuine Leather • (Brown) • Durable cotton canvas interior - water repellent • Premium vegetable tanned leather straps • Adjustable back strap system with shoulder pads • Secure double zip-top closure with foam padded back & bottom • Fits 15" Laptop • Back zip pocket with 2 x exterior side pockets • Size H 42cm x W 30cm x D 13cm • Branding Embossing <p>Example:</p>  | X350 |


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| | | <p>Branded A4 Notebook with folder</p> <ul style="list-style-type: none"> - Folder Material Synthetic leather - Size 27.3 (l) X 20.5 (w) X 1.5 (h) - Pages Branded lined pages - Colour Brown - Branding Foiling <p>Example:</p>  | X350 |
| | | <p>Branded Executive Metal/ Aluminium pen</p> <ul style="list-style-type: none"> - Quality High quality - Material Enamelling on Brass, - Type Rollerball Pen Refill - Ink Black - Dimensions 138mm x 15mm x 7mm - Branding Laser Engraving <p>Example:</p>  | X350 |
| E. | <p>MEDIA PACKS (X600)</p> | <p>Hard Shell Backpack with USB Charge Smart Laptop Backpack</p> <ul style="list-style-type: none"> - Quality Hard Shell Backpack - Material Oxford Cloth, Film Fabric - Size 53.5 x 32 x 20cm - Inner Volume 25 litres - Weight 2,515g - Features Adjustable anti-slip breathable mesh shoulder straps - Other features Waterproof - With external USB charging port, to charge phone - Separate shock absorption padded computer compartment to fit up to 17inch laptop - Protective padded laptop compartments, - Branding Full colour Print | X600 |

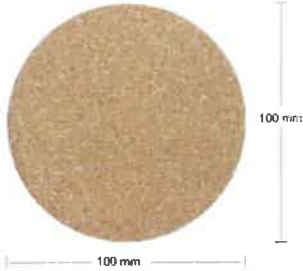

| | | | |
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| | | <p>Example:</p>  | |
| | | <p>Branded A5 Notebook</p> <ul style="list-style-type: none"> - Quality Hard Cover Notebook - Material PU leather - Size 21.8(l) x 14.5(w) x 1.8(h) cm - Pages Branded lined pages - Branding Foiling <p>Example:</p>  | X600 |
| | | <p>Branded pen</p> <ul style="list-style-type: none"> - Quality High quality - Material Chrome Plated Copper & Stainless Steel - Ink Black - Branding Laser Engraving <p>Example:</p>  | X600 |
| | | <p>Power Bank (Slim, Executive Look) and Multi-Charging Cable (3-in-1)</p> <p>Power Bank Features:</p> <ul style="list-style-type: none"> - Digital Power Level Indicator - Charge 3 devices simultaneously - USB-C To USB-C Cable Included | X600 |

| | | | |
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| | | <p>Specifications:</p> <ul style="list-style-type: none"> - Capacity: 10000mAh 37Wh - USB-C Input: 5V 3A, 9V 2A - USB-A Output 1: 5V 3A, 9V 2A, 12V 1.5A - USB-A Output 2: 5V 3A, 9V 2A, 12V 1.5A - USB-C Output: 5V 3A, 9V 2.22A, 12V 1.67A - Total Output: 5V 3A <p>Multi Charging Cable Features:</p> <ul style="list-style-type: none"> - Universal Compatibility: Works with Micro, Lightning, and Type-C devices, including iPhones, Android phones, tablets, and more. - Up to 65W Fast Charging - Durability: Designed to handle 10,000+ bends, providing long-lasting use. - Slim & Portable: With a 5mm diameter - Modern Transparent Tips <p>Specifications:</p> <ul style="list-style-type: none"> - Cable Type: USB to Micro, Lightning, and Type-C - Length: 1.2m - Power Delivery: Up to 65W - Bend Capacity: 10,000+ bends - Cable Diameter: 5mm - Product Dimensions: 30mm width x 1200mm height x 7mm depth <p>Example:</p>  | |
| | | <p>Wireless Earphones</p> <p>Specification:</p> <ul style="list-style-type: none"> - Quantity in a pack: 1 x wireless earphones with noise cancellation. 1 x USB-C Charging Cable. 1 x Extra Ear tips. 1 x Instruction Manual. - Up To 32 Hour Playtime. True Stereo Sound. Touch Control. <p>Example:</p> | X600 |

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| E. SECRETARIATE/ SUBSTANCE (300 pax) | A5 Notebook and pen set | <ul style="list-style-type: none"> - Description Prominence A5 Hard Cover Notebook - Material PU - Product Size 21(l) x14.3(w) x1.5cm (h) - Capacity A5. - Pages Branded Lined Pages - Branding Screen Print | X300 |
| |  | | |
| | Ball pen | <ul style="list-style-type: none"> - Description Armada ball pen - Material Metal - Product Size 16.6 (l) x 6 (w) x 2.9cm (h) - Branding Screen Print - Colour black (with black ink) <p>Example:</p> | X300 |
| |  | | |
| | Beaded Lanyards | <ul style="list-style-type: none"> - Description Small African beads - Material Beads - Size 50cm x 2cm - Branding SADC - Colour An arrangement of Blue, Green, Yellow & White beads ONLY | X500 (HoS, CoM, SoM) |

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| | |  | |
| | | <p>Lanyards (All other Categories)</p> <ul style="list-style-type: none"> - Description Satin lanyards - Material Satin & Metal - Size 50cm x 2cm - Branding Full colour Screen Print - Colour Various <p>Example:</p>  | X2000 |
| | | <p>USB/Flash disc</p> <p>Size: 64 GB</p> <p>Example:</p>  | X300 |
| | | <p>Handheld Rechargeable Fans</p> <ul style="list-style-type: none"> - Description Handheld Fan USB Rechargeable, foldable fan - Material Durable ABS plastic - Size Compact - Weight +- 250g - Battery Medium - Speed 5 speed - Colours Royal blue, white & black - Branding SADC artwork <p>Example:</p> | X2000 |

| | | | |
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| | |  | |
| | | <p>Modern woven branded gift bags</p> <ul style="list-style-type: none"> - Description Medium sized Gift bag - Size A4 (255 X 120 X 300mm) - Grammage 230gsm - Colour Black & Fawn - Finishing Woven - Branding Branded on both sides  | X300 |
| Coasters | | <p>Branded Coasters</p> <ul style="list-style-type: none"> - Description Eco friendly coaster - Size 10cm x 10cm - Branding Full colour Screen Print <i>(SADC artwork to be provided)</i> <p>Example:</p> | X1000 |

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| | | <p>COA-02 Dimensions</p>  <p>100 mm</p> <p>100 mm</p> <p>Printing Position</p> <p>Screen Printing</p>  <p>80 x 80 mm</p> | |
|--|--|---|--|


Important notes:



- The Successful Bidder will be required to deliver the above material in batches.
- The delivery plan with timelines and quantities (per batch) will be communicated to the successful bidder.
- The Successful Bidder/s will be required to insert all the above items into the conference bags (as per the required quantities and category. i.e. HoS, Ministers, Delegates, Media packs), before delivery.
- All conference packs must be delivered (pre-packed), at the conference venue, in KZN by 31 July 2026

4.4. CATEGORY D: Promotional Material



Bidders are requested to quote the Department on branded promotional material for South Africa's SADC Chairship as follows:

- Golf t-shirts,
- Sports jackets,
- Ceremonial scarves and ties
- Thermal travel mugs
- Thermal water bottles, and
- Golf umbrellas.

| PROMOTIONAL MATERIAL | | | |
|-----------------------------|-----------------------------|---|----------|
| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY |
| A. | PROMOTIONAL MATERIAL | <p><u>Golf t-shirts (unisex)</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> - Calgary golf shirt - 200 g/m² - 100% cotton piqué knit - 1x1 rib knit collar and cuffs - contrast colour neck tape - two-button placket - tone-on-tone logo buttons - side slits with contrast inner tape - heat transfer main label - Colour: White - Branding: Embroidery - Quantity: (50% men's cut and 50% ladies cut) <div style="text-align: center;">  </div> | X 700 |

| | | |
|--|---|------|
| | <p><u>Long sleeve sports jackets (unisex)</u></p> <ul style="list-style-type: none"> - 100% polyester - lining: 100% polyester - padding: polyester - fully padded and heat sealed quilted outer and inner - full chunky zip with branded zip puller - full wind placket - standard fit - Colour: Black / Royal Blue (50/50) - Branding: SADC logo Embroidery  | X700 |
| | <p><u>Classic Silk Protocol/Ceremonial Scarves</u></p> <p>Description: Classic Silk Scarves for high-level events Fabric: 100% silk or silk-blend Size: Medium square (60x60cm or 70x70cm) Finish: Hand-rolled edges (premium feel) Colour: Royal blue and white (SADC) Branding: Subtle SADC logo or emblem in corner</p> <p><u>Example:</u></p>  | X200 |

| | | |
|--|---|------|
| | <p><u>Executive Solid Silk Protocol/Ceremonial Ties</u></p> <p>Description: Executive Solid Silk Ties Fabric: 100% silk (matte or light sheen) Size: Standard men's tie Colour: Blue, Green and Gold/Yellow (SADC) Branding: Subtle SADC logo artwork</p> <p><u>Example:</u></p>  | X200 |
| | <p><u>Thermal Travel Mugs</u></p> <ul style="list-style-type: none"> • Description Vacuum Insulated Travel Mug • Material Stainless steel, BPA-free • Capacity 300ml • 100% leakproof vacuum seal • Superior drinking comfort from ergonomic drinking lid (no lip burn!) • Isothermal flask keeping drinks hot or cold for 3-6 hours • Branding Full colour PU Print • Colour Black <p><u>Example:</u></p>  | X700 |

| | | |
|--|--|------|
| | <p><u>Thermal Water Bottle</u></p> <ul style="list-style-type: none"> • Description Vacuum Insulated Travel Mug • Material Stainless steel, BPA-free • Capacity 500ml (8.6cm (w) X 15cm (h)) • Vacuum Insulated Flask • Isothermal flask keeping drinks hot or cold for 3-6 hours • Branding Full colour PU Print • Colour Black <div style="text-align: center;">  </div> | X700 |
| | <p><u>Golf umbrella</u></p> <ul style="list-style-type: none"> - Alex Varga Taranis Auto-Open Golf Umbrella - Material: 190T Pongee, PP & Fibreglass - Size: 132cm (d) - Capacity: 8 Panels - Branding: Full colour Screen Print - Colour: Black <p><u>Example:</u></p> <div style="text-align: center;">  </div> | X700 |
| <p><u>Important notes:</u></p> <ul style="list-style-type: none"> - The Successful Bidder will be required to deliver the above material in batches. - The delivery plan with timelines and quantities (per batch) will be communicated to the successful bidder. - All promotional material must be delivered (pre-packed), at the conference venue, in KZN by 31 July 2026 | | |

4.5. CATEGORY E: Event logistics (SADC Live Broadcast Breakfast)

Bidders are requested to quote the Department on logistical requirements (goods and services) for the SADC Summit Live Broadcast Breakfast as follows:

| SADC Summit Live Broadcast Breakfast | | | |
|---|------------------------|--|-------------------|
| Catering requirements (Live Broadcast Breakfast) | | | |
| No.: | ITEM | DESCRIPTION | QUANTITY |
| A. | DESIGN SERVICES | <p>Bidders will be required to provide graphic design services on all branding material in line with the provided SADC logo/brand guidelines. The design team from the bidding company will work closely with the SADC design team from DIRCO.</p> <ul style="list-style-type: none"> • Artwork examples will be provided but will need to be adjusted according to specific products. • Artwork will be signed off by DIRCO prior to production/application. | Across all areas. |
| B. | Catering | <p>80% Halaal on all food 10% vegetarian, 5% Vegan and 5% kosher meals (To be discussed during food tasting) ** The below menu is meant to serve as a guideline; suppliers are encouraged to provide alternative options. On Arrival at 5am (Coffee station)</p> <ul style="list-style-type: none"> • Assorted teas • Fresh Coffee station • Assorted fruit juices • Freshly baked assorted pastries <p>On each table</p> <ul style="list-style-type: none"> • Freshly baked scones served with fresh cream and an assortment of jams • Cheeseboard – Assortment of cheeses • Assortment of mini breads • Fresh seasonal fruit <p>Plated Main</p> <ul style="list-style-type: none"> • Eggs Benedict with smoked salmon, hollandaise and mushroom skewers topped with fresh rocket • Cheese and herb corn bread stacker topped with scrambled eggs and a drizzle of pesto topped with swirls of smoked salmon • vegetarian, Vegan and kosher meals (To be discussed during food tasting) <p>Beverages</p> <ul style="list-style-type: none"> • Assorted teas • Fresh Coffee station • Assorted fruit juices • Water (<i>still and sparkling</i>) | X300 Guests |
| | Waitrons | <ul style="list-style-type: none"> • X 38 Waitrons (1:8) | X38 |
| <p>N.B.: It is important for Bidders to note that the successful bidder will be required to host a food tasting for X10 DIRCO Officials a week prior to the events taking place, to confirm the final menu</p> | | | |


| Decor requirements (Live Broadcast Breakfast) | | | |
|---|--------------|---|--------------------------------------|
| No.: | ITEM | DESCRIPTION | QUANTITY |
| C. | DÉCOR | <p><u>Entrance to the Breakfast area</u></p> <ul style="list-style-type: none"> • X2 Plinths with large floral arrangements/displays on top (on either side of the entrance) • X1 Red carpet at the main entrance to Delegates dining room (Size: 20m) | <i>As per the décor requirements</i> |
| | | <p><u>Arrival Area</u></p> <ul style="list-style-type: none"> • X2 Console tables with large floral arrangements/displays and Mirror against the wall (Floral arrangement should include Proteas, Tulips, Hydrangeas, Lilies/ stargazers and other votives) | <i>As per the décor requirements</i> |
| | | <p><u>On Stage</u></p> <ul style="list-style-type: none"> • X6 Wingback chairs (for Panel members) • X5 Low wooden side tables, each with a low fresh floral centre piece (table positioned between chairs) • X1 Persian Rug (±6X2m) | X6 X5 X1 |
| | | <p><u>MAIN VENUE/ BALLROOM AREA – SEATING 300 guests</u></p> <p>Décor requirements are as follows.</p> <p><u>Table requirements</u></p> <ul style="list-style-type: none"> • X38 Round tables (each seating eight guests) • Tufted/ dining chairs (Seating 300) • Tablecloths and overlays • Napkins, • Charger plates, • Crystal glassware, • Centre pieces – SA floral (i.e.: proteas, stargazer lily, tulips, orchids etc.) • Presidential Cutlery (Stainless 18/10 grade) • Presidential Crockery (Fine bone China) • Table Numbers <p><u>Additional Room requirements</u></p> <ul style="list-style-type: none"> • X8 Plinths with floral arrangements <p><i>NOTE: The Successful bidder will be required to conduct a mock set-up for final approval a week prior to the event</i></p> | X300 guests |

| | | |
|--------------------------------|---|--------------------|
| <p>Event Stationery</p> | <p><u>Menu/Programme cover:</u></p> <ul style="list-style-type: none"> • Size: 195mm-w/185mm-h • Folded and scored in half (97mm-w/185) • Gold foiling and full-colour printing. • Paper: Saville Row • Colour: Natural Ivory (280gsm) <p><u>Menu/Programme insert:</u></p> <ul style="list-style-type: none"> • Size: 195mm-w/ 185mm-h • Folded and scored in half (97mm-w/185mm-h) • Printing full colour only • Paper: Saville Row • Colour: Natural Ivory (120 gsm) | <p>X300 Guests</p> |
|--------------------------------|---|--------------------|

**** Suggested decor layout should be included in the proposal. The successful bidder will be required to do a mock set up prior to approval of the final look and feel.**

Look and feel guideline



| Sound, Stage, Audio-Visual, and Technical Support (Live Broadcast Breakfast) | | | |
|---|-----------------|---|------------------------|
| No.: | ITEM | DESCRIPTION | QUANTITY |
| D. | Stage design | <p>The successful service provider will be required to develop three (3) stage designs for the Department's consideration, based on the below brief:</p> <p><u>Concept:</u> Multi-dimensional built set which incorporates the SADC logo (in 3-d), screens and other digital props. Please see the below illustrative examples:</p>  <p>Dimensions</p> <ul style="list-style-type: none"> • Stage: 10m x 5m (0.6m high) • Ramp: 1.2m x 6m (0.6m high) • Must include Steps & Cladding/ Skirting | X1 |
| | Digital Lectern | LCD Digital Lectern (Black) | X1 |
| | Camera risers | <ul style="list-style-type: none"> • X3 Camera riser (1.2m x 2.4m) | X3 |
| | PA System | <ul style="list-style-type: none"> • PA System (which also allows for background music) • X7 Lapel Microphones (Programme director and panellists) • X7 Microphones (backup solution for panellists) • X3 Roving microphones (Q&A Session) | As per technical rider |
| | AV Equipment | <ul style="list-style-type: none"> • X4 50" LED Screens on stands (for live feeding and branding) • N.B.: Must provide USB for each screen | X4 |
| | Lighting | <ul style="list-style-type: none"> • X1 Lighting Cabling and Multicores • X2 Single Receiver • X2 Single Transmitter • X1 Ultralight - Complete • X10 Washlight • X24 Ledforce 18 RGBW • X6 Colour Spot 700E • X6 ETC SOURCE 4 Par 4 EA • X1 12 Way Dimmer | As per requirements |
| | Project team | <ul style="list-style-type: none"> • Health and Safety officer. (assist with public liability and JOC application process for compliance. | X 1 |

5. VALIDITY OF PERIOD OF QUOTATION.

Validity period from date of closure: 120 days

6. NON-COMPULSORY VIRTUAL BRIEFING SESSION WILL BE HELD ON 05 June 2026 at 10:00

A non-compulsory virtual briefing session will be held on MS teams on the **05 June 2026 at 10:00** and the link will be shared on e-tenders and DIRCO website, interested bidders are invited to attend.

7. EVALUATION METHODOLOGY

All the quotations received will be evaluated in the following 3 phases (Administrative Compliance, functionality Criteria (Part 1: Desktop Technical Evaluation and part 2-Presentation) and Price and Preference points)

7.1 Phase 1: Administrative Compliance

7.1.1 All potential Service Providers must comply with all minimum requirements in the Administrative Compliance Phase in order to qualify for the next stage of the evaluation process. The minimum requirements which must be fully and comprehensively completed are as follows:

Minimum Requirements

Table 1: Documents that must be submitted for pre-qualification

| Document that must be submitted | Non-submission may result in disqualification | |
|---|---|---|
| Invitation to Bid – SBD 1 | YES | In the event a bidder fails to submit the completed documents at the time of submitting the proposal, the bidder will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the bidders. |
| Registration on Central Supplier Database (CSD) | YES | The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. |

| | | |
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| <p>It is expected that bidder/s complete the attached SBDs which will itemize all costs on services related to the event as indicated in the specifications (VAT inclusive);</p> <p>SBD 3.1.A(Branding) SBD 3.1.B(Media Buying Services) SBD 3.1.C(Conference Packs) SBD 3.1.D(Promotional Material) SBD 3.1.E(Events Logistics) SBD 3.1.F (Consolidation of all categories)</p> | <p>YES</p> | <p>All bidders must complete all the SBD 3.1 forms.</p> <p>By completing all SBD 3.1 forms bidders confirm that they have quoted as per all the above requirements.</p> <p>Failure to submit will lead to disqualification</p> |
| <p>Completed and signed Standard Quotation Documents SBD 4.</p> <p>In case of Joint Venture arrangement, all Service Providers/members must also submit all the mandatory documents</p> | <p>YES</p> | <p>In the event the Service Provider fails to submit the completed documents at the time of submitting the proposal, a Service Provider will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the Service Provider</p> |
| <p>Completed and signed SBD 6.1</p> <p>In case of Joint Venture arrangement, all Service Providers/members must also submit all the mandatory documents</p> | <p>NO</p> | <p>Completed and signed SBD 6.1 PPR specific goal points will be allocated to bidders on submission of the following documentation or evidence:</p> <p>A duly completed and signed Preference Point Claim Form: SBD 6.1; and in case of a Joint Venture a joint BBEE certificate that indicate the identified specific goals must be submitted.</p> <ul style="list-style-type: none"> • Failure to submit the signed documents will not be a disqualifying factor but will result in forfeiting points on specific goals. |
| <p>Tax compliance Status on CSD</p> | <p>YES</p> | <p>In the event where the Service Provider submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</p> <p>In the event the Service Provider is not tax compliant at the time of submission of the proposal, the Service Provider will be notified in writing of their non-compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status</p> <ul style="list-style-type: none"> • The Service Provider will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification. |

| | | |
|---|-----|--|
| In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached. | YES | In case of a Joint Venture arrangement, a signed Joint Venture agreement must be attached with all SBD forms and joint venture BBEE certificate that indicate the identified-specific goals on SBD 6.1. |
| Bidders to provide a commitment letter that indicate that should they be successful, 30% of the contract will be sub-contracted to Quality Small Enterprise (QSE) or Exempt Micro Enterprise (EME). | YES | Failure to submit the commitment letter will result into the bidder being disqualified. |
| Valid Municipality certificate of Acceptability / Health Certificate | YES | Bidders must submit a Valid Municipality certificate of Acceptability or must have written agreement between the supplier and the bidder as proof. <ul style="list-style-type: none"> Failure to submit will result in disqualification. |
| Halaal certificate or a confirmation letter from a service provider where halaal food will be sourced | YES | Bidders must submit a valid Halaal certificate or valid Halaal certificate from their supplier/s and must have written agreement between the supplier and the bidder as proof. <ul style="list-style-type: none"> Failure to submit will result in disqualification. |
| Public liability insurance of at least R2 million in terms of Section 80 of the Compensation of Occupational Injuries and Diseases Act of 1993 | YES | Bidders must submit a proof of liability insurance in terms of section 80 of the Compensation of Occupational Injuries and Diseases Act of 1993 Failure to submit will result in disqualification. |
| Bidder/s to provide Electrical compliance certificate | YES | Bidders must submit an electrical trade test certificate/electrical qualification from a qualified electrician who obtained their qualification from a Higher Learning Institutions and must have a written agreement between the supplier/employee/contractor and the bidder. Failure to submit will result in disqualification. |
| Bidders to provide a case study for Media Planning and Project management strategy for event | YES | Case Study: |

| | |
|--|--|
| <p>logistics (<i>which included catering, décor, stage, sound and lighting elements</i>)</p> | <p>Bidders are required to submit a comprehensive case study demonstrating proven experience in the planning, management, and execution of a Head of State level event.</p> <ul style="list-style-type: none"> • The case study must cover all elements of event management, including media planning, project management strategy, communications plan, guest management, and branding. • The submission should clearly illustrate the Bidders ability to deliver a high-calibre event from conception through to post-event evaluation, with evidence of integrated execution across all project requirements. |
|--|--|

NB: Any Service Provider that fails to comply with any of the above minimum requirements will be regarded as submitting a non-responsive quote.

7.2 Phase 2: Functionality Criteria

7.2.1 Part 1: Desktop Technical Evaluation

A supplier that scores less than sixty (60 points) in respect of the “Functionality Criteria” during Phase 2 will be viewed as submitted a non-responsive bid and therefore disqualified.

| Criteria | | Weight | | | | | | | | | | |
|--------------------------|--|-----------------|---|------------------|---|----------------|---|----------------|---|------------------------|---|------------------|
| <p>Capability</p> | <p>Provide at least five (5) Reference/ testimonial letters with contactable existing high level private and/or public sector clients for whom they delivered similar work within the last Five (5) years and whom DIRCO may contact for reference check.</p> <ul style="list-style-type: none"> • References and written proof of projects related to integrated event management service, for advertising or branding material and/ or media-buying services and/or conference packs and/or promotional material and/or event logistical requirements (goods and services) in the past five years. • At least two (2) out of the minimum five (5) testimonial /Reference letters must cover media buying inclusive of Print Media (online, traditional) national, regional, and community. Social Digital Media. Radio (online and traditional), national, regional and Outdoor (Out of home) Media. • The other three must cover categories respectively (, branding material, conference packs, promotional material and event logistical requirements) <p>The Testimonial / reference letter must include the following to be deemed valid.</p> <ul style="list-style-type: none"> • Company letterhead • Company name • A brief description of the service that you provided and the level of satisfaction • Contact name • Address • Contact number • Duration of contact <p>Evaluation Matrix</p> <table border="1" data-bbox="475 1509 1023 1727"> <tbody> <tr> <td>1-2 Testimonial</td> <td>1</td> </tr> <tr> <td>3-4 Testimonials</td> <td>2</td> </tr> <tr> <td>5 Testimonials</td> <td>3</td> </tr> <tr> <td>6 Testimonials</td> <td>4</td> </tr> <tr> <td>7 or more Testimonials</td> <td>5</td> </tr> </tbody> </table> | 1-2 Testimonial | 1 | 3-4 Testimonials | 2 | 5 Testimonials | 3 | 6 Testimonials | 4 | 7 or more Testimonials | 5 | <p>40</p> |
| 1-2 Testimonial | 1 | | | | | | | | | | | |
| 3-4 Testimonials | 2 | | | | | | | | | | | |
| 5 Testimonials | 3 | | | | | | | | | | | |
| 6 Testimonials | 4 | | | | | | | | | | | |
| 7 or more Testimonials | 5 | | | | | | | | | | | |

| | | | | | | | | | | | | |
|--|---|-----------------------------------|---------|--|----------|----------------------------|----------|--|----------|--------------------------|----------|------------------|
| <p>Experience</p> | <p>Bidders are requested to provide a company profile (provide photographic evidence and background information demonstrating experience of rendering a service/s high level events private and/or public sector clients. demonstrating a minimum of five (5) years' experience in providing event management service, for advertising, branding material, media-buying services, conference packs, promotional material, and event logistical requirements (goods and services)</p> <ul style="list-style-type: none"> • Ability to manage multiple projects and assignments. • Office capacity to manage projects. • Must have experience in implementing production of media and information products and various areas of integrated communications. • More than seven years public sector and private sector experience in integrated communication. <p>Evaluation Matrix</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>two (2) years or less' experience</td> <td>1</td> </tr> <tr> <td>three (3) to four (4) year' experience</td> <td>2</td> </tr> <tr> <td>five (5) years' experience</td> <td>3</td> </tr> <tr> <td>Six (6) to Seven (7) years' experience</td> <td>4</td> </tr> <tr> <td>Eight (8) years or more</td> <td>5</td> </tr> </table> | two (2) years or less' experience | 1 | three (3) to four (4) year' experience | 2 | five (5) years' experience | 3 | Six (6) to Seven (7) years' experience | 4 | Eight (8) years or more | 5 | <p>20</p> |
| two (2) years or less' experience | 1 | | | | | | | | | | | |
| three (3) to four (4) year' experience | 2 | | | | | | | | | | | |
| five (5) years' experience | 3 | | | | | | | | | | | |
| Six (6) to Seven (7) years' experience | 4 | | | | | | | | | | | |
| Eight (8) years or more | 5 | | | | | | | | | | | |
| <p>Project Plan for high-level branding, media buying, conference packs and promotional material for high-level event management must be submitted for "previous work done at head of State level and of this calibre and magnitude", the project plan must cover planning, execution and all other elements of an event"</p> | <p>Project Plan incorporating the following factors (CATEGORY A TO D):</p> <ul style="list-style-type: none"> • Production of goods and services • Installation of media buying and branding services • Packaging of conference packs and promotional material • Estimated delivery timelines for all goods and service required • Breakdown/Removal of Branding Material and media buying services at all identified venues. <p>Evaluation matrix</p> <table border="1"> <tr> <td>One (1) factor covered</td> <td>1Points</td> </tr> <tr> <td>two (2) factors covered</td> <td>2 Points</td> </tr> <tr> <td>three (3) factors covered</td> <td>3 Points</td> </tr> <tr> <td>four (4) factors covered</td> <td>4 Points</td> </tr> <tr> <td>five (5) factors covered</td> <td>5 Points</td> </tr> </table> | One (1) factor covered | 1Points | two (2) factors covered | 2 Points | three (3) factors covered | 3 Points | four (4) factors covered | 4 Points | five (5) factors covered | 5 Points | <p>20</p> |
| One (1) factor covered | 1Points | | | | | | | | | | | |
| two (2) factors covered | 2 Points | | | | | | | | | | | |
| three (3) factors covered | 3 Points | | | | | | | | | | | |
| four (4) factors covered | 4 Points | | | | | | | | | | | |
| five (5) factors covered | 5 Points | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|--|------------------------|---------|-------------------------|----------|---------------------------|----------|--------------------------|----------|----------------------------------|----------|------------------|
| <p>Project Plan- Events logistical requirements (Morning Live Breakfast Events) for high-level event management must be submitted for “previous work done at head of State level and of this calibre and magnitude”, the project plan must cover planning, execution and all other elements of an event”</p> | <p>Project Plan incorporating the following factors: (CATERGORY E)</p> <ul style="list-style-type: none"> • Delivery of Events logistical requirements (Morning Live Breakfast Events) plans with estimated delivery times • set-ups;(décor, sound and stage) • staff deployment: (Total number of waitrons as indicated under item waitrons. • transportation of food and food presentation. • Safety officer (attach CV and qualifications) <p>It is imperative that service providers clearly indicate in the project plan what items will be prepared onsite and offsite.</p> <p>Evaluation Matrix:</p> <table border="1" data-bbox="475 696 1054 969"> <tr> <td>One (1) factor covered</td> <td>1Points</td> </tr> <tr> <td>two (2) factors covered</td> <td>2 Points</td> </tr> <tr> <td>three (3) factors covered</td> <td>3 Points</td> </tr> <tr> <td>four (4) factors covered</td> <td>4 Points</td> </tr> <tr> <td>five (5) or more factors covered</td> <td>5 Points</td> </tr> </table> <ul style="list-style-type: none"> • NB: Morning live starts at 6h00 and end at 9h00 • Guests start arriving at 5h00 • Service provider to arrive at the venue and complete setup 2 hours before guests arrive | One (1) factor covered | 1Points | two (2) factors covered | 2 Points | three (3) factors covered | 3 Points | four (4) factors covered | 4 Points | five (5) or more factors covered | 5 Points | <p>20</p> |
| One (1) factor covered | 1Points | | | | | | | | | | | |
| two (2) factors covered | 2 Points | | | | | | | | | | | |
| three (3) factors covered | 3 Points | | | | | | | | | | | |
| four (4) factors covered | 4 Points | | | | | | | | | | | |
| five (5) or more factors covered | 5 Points | | | | | | | | | | | |

A supplier that scores less than sixty (60 points) in respect of the “Functionality Criteria during Phase 2 will be viewed as submitted a non-responsive bid and therefore disqualified.

7.2.2 Part 2 – Presentation

A supplier that scores less than sixty (60 points) in respect of the “presentation during Part 2 of the functionality criteria will be viewed as submitted a non-responsive bid and therefore disqualified.

Venue for the presentation to be confirmed and communicated with the qualifying service providers.

| PRESENTATION REQUIREMENTS | WEIGHT | | | | | | | | |
|--|---------------------------------|----------|------------------------------------|----------|---------------------------------------|----------|-------------------------------------|----------|------------------|
| <p>PRODUCTS (Conference and Promotional)</p> <p>Quality of products and material utilised (At least 70% of the below items must be demonstrated including All conference bags, sports jackets, notebook with folders, executive pens, T-Shirts, Ceremonial scarves and ties and Wireless earphones)</p> <ul style="list-style-type: none"> – Golf t-shirts, – Sports jackets, – Ceremonial scarves and ties – Thermal travel mugs – Thermal water bottles, and – Golf umbrellas. – Design services for all artwork required for promotional material stipulated under the category, – Conference bags, – Notebook with folder sets, – Notebooks – Executive pens, – Power Bank and Multi-Charging Cable (3-in-1) – Wireless earphones – Beaded lanyards, – Lapel pins, – Lanyards, – Coasters – USBs – Portable handheld fans – Woven Gift bags. <p>Evaluation Matrix</p> <table border="1" data-bbox="204 1413 785 1688"> <tr> <td>No demonstration of products</td> <td>0 Points</td> </tr> <tr> <td>Product submitted with low quality</td> <td>2 points</td> </tr> <tr> <td>Product submitted satisfactory</td> <td>3 points</td> </tr> <tr> <td>All product and high quality</td> <td>5 Points</td> </tr> </table> | No demonstration of products | 0 Points | Product submitted with low quality | 2 points | Product submitted satisfactory | 3 points | All product and high quality | 5 Points | <p>40</p> |
| No demonstration of products | 0 Points | | | | | | | | |
| Product submitted with low quality | 2 points | | | | | | | | |
| Product submitted satisfactory | 3 points | | | | | | | | |
| All product and high quality | 5 Points | | | | | | | | |
| <p>MOCK SET-UP Quality of crockery, cutlery and glassware and presentation on the table</p> <table border="1" data-bbox="204 1787 785 1942"> <tr> <td>None of All the factors covered</td> <td>0 Points</td> </tr> <tr> <td>satisfactory</td> <td>3 Points</td> </tr> <tr> <td>All the factors covered</td> <td>5 Points</td> </tr> </table> | None of All the factors covered | 0 Points | satisfactory | 3 Points | All the factors covered | 5 Points | <p>20</p> | | |
| None of All the factors covered | 0 Points | | | | | | | | |
| satisfactory | 3 Points | | | | | | | | |
| All the factors covered | 5 Points | | | | | | | | |

| | | |
|---|----------|-----------|
| FOOD TASTING - Taste - Portion control. - Colour combination of food - Nutritional value | | 20 |
| None of All the factors covered | 0 Points | |
| satisfactory | 3 Points | |
| All the factors covered | 5 Points | |
| PERSONNEL UNIFORM The used uniform is well presentable and formal. | | 20 |
| Evaluation Matrix: | | |
| The Uniform presentation is not formal nor acceptable. | 0 Points | |
| Satisfactory | 3 Points | |
| The Uniform presentation is formal and acceptable | 5 Points | |

7.3 Phase 3: Pricing and Preferential Points

7.3.1 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:

Table 1 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|
| Percentage (%) Ownership by HDIs | Points (5) | |
| 81-100 | 5 | |
| 61-80 | 4 | |
| 41-60 | 3 | |
| 21-40 | 2 | |

| | | |
|---|-------------------|--|
| 1-20 | 1 | |
| 0% | 0 | |
| Percentage (%) Ownership by Women | Points (8) | |
| 91-100 | 8 | |
| 81-90 | 7 | |
| 71-80 | 6 | |
| 61-70 | 5 | |
| 51-60 | 4 | |
| 41-50 | 3 | |
| 21-40 | 2 | |
| 1-20 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Youth | Points (6) | |
| 81-100 | 6 | |
| 71-80 | 5 | |
| 61-70 | 4 | |
| 41-60 | 3 | |
| 31-40 | 2 | |
| 1-30 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Disability | Points (1) | |
| 1-100 | 1 | |
| 0% | 0 | |

Table 2 (90/10): Specific goals for the tender and points claimed are indicated per the table below.

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) |
|---|--|--|
| Percentage (%) Ownership by HDIs | Points (5) | |

| | | |
|---|-------------------|--|
| 51-100 | 2 | |
| 1-50 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Women | Points (8) | |
| 81-100 | 4 | |
| 61-80 | 3 | |
| 21-60 | 2 | |
| 1-20 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Youth | Points (6) | |
| 71-100 | 3 | |
| 41-70 | 2 | |
| 1-40 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Disability | Points (1) | |
| 1-100 | 1 | |
| 0% | 0 | |

8. JOINT VENTURES, CONSORTIUMS AND TRUSTS

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate quotation.

Service Providers must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **The Department of International Relations and Cooperation** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/ or consortium arrangement.

9. GENERAL CONDITIONS OF CONTRACT

Any award made to a Service Provider is conditional, amongst others, upon:

- a. The Service Provider accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the Department of International Relations and Cooperation is prepared to enter into a contract with the successful Service Provider.
- b. The Service Provider submitting the General Conditions of Contract to the Department of International Relations and Cooperation together with its quotation, duly signed by an authorised representative of the Service Provider.

10. SPECIAL CONDITIONS OF THIS QUOTATION

The Department of International Relations and Cooperation reserves the right:

- a. To award this tender to a Service Provider that did not score the highest total number of points, in accordance with section 2(1)(f) of the PPPFA
- b. To negotiate with one or more preferred Service Providers identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Service Provider who has not been awarded the status of the preferred Service Provider.
- c. To accept part of a tender rather than the whole tender.
- d. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the Service Provider, whether before or after adjudication of the quotation.
- e. To correct any mistakes at any stage of the tender that may have been in the Quotation documents or occurred at any stage of the tender process.
- f. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred Service Provider(s) have been notified of their status as such.
- g. Award to multiple Service Providers based either on operational needs and risk assessment

11. THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION REQUIRES SERVICE PROVIDERS TO DECLARE

In the Service Provider's Technical response, Service Providers are required to declare the following:

Confirm that the Service Provider is to:

- i. Act honestly, fairly, and with due skill, care and diligence, in the interests of the Department of International Relations and Cooperation
- ii. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

- iii. Act with circumspection and treat the Department of International Relations and Cooperation fairly in a situation of conflicting interests;
- iv. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- v. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Department of International Relations and Cooperation;
- vi. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- vii. To conduct their business activities with transparency and consistently uphold the interests and needs of the Department of International Relations and Cooperation as a client before any other consideration; and
- viii. To ensure that any information acquired by the Service Provider from the Department of International Relations and Cooperation will not be used or disclosed unless the written consent of the client has been obtained to do so.

12. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- h. The Department of International Relations and Cooperation reserves its right to disqualify any Service Provider who either itself or any of whose members (save for such members who hold a minority interest in the Service Provider through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the Service Provider other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department of International Relations and Cooperation or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
 - i. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Service Provider in respect of the subject matter of this quotation;
 - ii. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
 - iii. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Department of International Relations and Cooperation's officers, directors, employees, advisors or other representatives;
 - iv. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in

order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- v. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- vi. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- vii. has in the past engaged in any matter referred to above; or
- viii. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such Service Provider, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

13. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- i. The Service Provider should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the Department of International Relations and Cooperation relies upon the Service Provider's Tender as a material representation in making an award to a successful Service Provider and in concluding an agreement with the Service Provider.
- j. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the Department of International Relations and Cooperation against the Service Provider notwithstanding the conclusion of the Service Level Agreement between the Department of International Relations and Cooperation and the Service Provider for the provision of the Service in question. In the event of a conflict between the Service Provider's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

14. PREPARATION COSTS

The Service Provider will bear all its costs in preparing, submitting and presenting any response or Tender to this quotation and all other costs incurred by it throughout the quotation process. Furthermore, no statement in this quotation will be construed as placing the Department of International Relations and Cooperation its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Service Providers in the preparation of their response to this quotation.

15. INDEMNITY

If a Service Provider breaches the conditions of this quotation and, as a result of that breach, the Department of International Relations and Cooperation incurs costs or damages (including, without

limitation, the cost of any investigations, procedural impairment, repetition of all or part of the quotation process and/or enforcement of intellectual property rights or confidentiality obligations), then the Service Provider indemnifies and holds the Department of International Relations and Cooperation harmless from any and all such costs which the Department of International Relations and Cooperation may incur and for any damages or losses the Department of International Relations and Cooperation may suffer.

16. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

17. LIMITATION OF LIABILITY

A Service Provider participates in this quotation process entirely at its own risk and cost. The Department of International Relations and Cooperation shall not be liable to compensate a Service Provider on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Service Provider's participation in this Quotation process.

18. TAX COMPLIANCE

No Quotation shall be awarded to a Service Provider who is not tax compliant. The Department of International Relations and Cooperation reserves the right to withdraw an award made, or cancel a contract concluded with a successful Service Provider in the event that it is established that such Service Provider was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Department Of International Relations And Cooperation, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The Department of International Relations and Cooperation further reserves the right to cancel a contract with a successful Service Provider in the event that such Service Provider does not remain tax compliant for the full term of the contract.

19. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a Service Provider whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers, the Department of International Relations and Cooperation reserves the right to withdraw an award, or cancel a contract concluded with a Service Provider should it be established, at any time, that a Service Provider has been blacklisted with National Treasury by another government institution.

20. GOVERNING LAW

South African law governs this quotation and the quotation response process. The Service Provider agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise

out of or in connection with the subject matter of this quotation, the quotation itself and all processes associated with the quotation.

21. RESPONSIBILITY FOR SUB-CONTRACTORS AND SERVICE PROVIDER'S PERSONNEL

A Service Provider is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this quotation. In the event that the Department of International Relations and Cooperation allows a Service Provider to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the Service Provider and the Department of International Relations and Cooperation will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

22. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this quotation or a Service Provider's tender(s) will be disclosed by any Service Provider or other person not officially involved with the Department of International Relations and Cooperation's examination and evaluation of a Tender.

No part of the quotation may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This quotation and any other documents supplied to the Department of International Relations and Cooperation remain proprietary to the Department of International Relations and Cooperation and must be promptly returned to the Department of International Relations and Cooperation upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this quotation process and thereafter, Service Providers must secure the Department of International Relations and Cooperation's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this quotation relates; or (ii) the process which follows this quotation. Failure to adhere to this requirement may result in disqualification from the quotation process and civil action.

23. DISPUTE RESOLUTION AND ARBITRATION:

If any dispute arises out of or in connection with this SLA, the Parties must refer the dispute for resolution firstly by way of negotiation, and in the event of that failing, by way of Arbitration. The reference to negotiation is a precondition to the Parties having the dispute resolved by arbitration. Within ten (10) Business Days following notification of a dispute, the Parties shall seek an amicable resolution by referring the dispute to designated representatives authorised to resolve it. In the event that negotiations do not result in a signed agreement resolving the dispute within fifteen (15) Business Days, the Parties must refer the dispute for final resolution by way of arbitration in accordance with the then current rules of the

Arbitration Foundation of Southern Africa (AFSA). This clause shall not preclude any Party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict.

24. ENTIRE AGREEMENT:

This contract, the Terms of Reference, and the Tender constitute the entire agreement between the Parties and supersede all previous agreements, whether verbal or in writing. The Parties acknowledge that no further warranties, undertakings, or representations shall have any force or effect.

25. CESSION, DELEGATION, AND ASSIGNMENT

No rights may be ceded, no duties delegated, and no portion of the contract or the whole of it assigned to any third party, without the prior written permission of the other party to this Agreement.

26. DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION PROPRIETARY INFORMATION

Service Providers will on their quotation cover letter make a declaration that they did not have access to any Department of International Relations and Cooperation's proprietary information or any other matter that may have unfairly placed that Service Provider in a preferential position in relation to any of the other Service Providers.

27. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities under this Terms of Reference, the Department of International Relations and Cooperation (DIRCO) may terminate the executing of the services at its own discretion or temporarily suspend all or part of the services by notice to the successful Service Provider who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful Service Provider shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

28. FEES AND PAYMENT SCHEDULE

- k. Fees must be quoted in South African currency;
- l. All prices quoted must include VAT; and
- m. Service Providers should take note that the Department will pay within thirty (30) days after the receipt of invoice and the service has been rendered.

29. CONTACT PERSONS AND SUBMISSIONS OF BIDS

- a. All enquiries can be directed at Supply Chain Management:
- b. After completing the pricing schedules electronically, the electronic version of the pricing schedule must be printed, signed and submitted together with the remaining bid documents which will serve as the hard copy of the bid. Bidders must further initial each page of the bid document on the bottom right-hand corner.
- c. Each bid must be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder(s), the bid number and the closing date must be clearly endorsed.

- d. **Prospective Service Providers should submit their bonded proposals in a sealed envelope with the details of the specific quotation on the outside of the envelope to:**

Per hand

Tender Box OR Tambo Building
The Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
Rietondale
Pretoria
0084

Closing date 12 JUNE 2026 @ 11:00

E-Mailed or faxed submissions shall not be accepted.

- e. Bids received after the closing date and time, at the address in the bid's documents, will not be accepted for consideration and where practical, be returned unopened to the bidder.
- f. For further technical assistance bidders can direct their inquiries to Supply Chain Management via email following officials:

Rakhoale HM
Tel: 012 351 0077
Email: rakhoaleh@dirco.gov.za

Ms Mphahlele MB
TEL: 012 351 0225
Email: mphahlelemb@dirco.gov.za

Mazibuko Emily
Tel: 012 351 1395
Email: mazibukoe@dirco.gov.za

SBD 3.1.A

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

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

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

| |
|--|
| Name of bidder.....Bid number: DIRCO 02-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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



| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|



- Required by: The Department of International Relations and Cooperation (DIRCO)
INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL-INCLUSIVE EVENT MANAGEMENT SERVICE FOR: BRANDING MATERIAL (STATE PROTOCOL LOUNGES; HOTELS & AIRPORT EXTERIOR, PARK & RIDE), MEDIA-BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES), FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETINGS AND LEADERS' SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03 TO 18 AUGUST 2026, IN KWAZULU-NATAL


1. CATEGORY A: BRANDING MATERIAL


Bidders are requested to quote the department on branding material for South Africa's SADC Chairship as follows:


| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY | PRICE OFFERED IN RANDS |
|-----|--|--|---|------------------------|
| A. | AIRPORT BRANDING AT THE FOLLOWING AIRPORTS: - King Shaka International | Branded Welcome desks (on rental) - Design 45-degree curved desk with at least one shelf (<i>internal</i>) below countertop, and two highchairs (<i>adjustable</i>) - Desk dimensions ±2m x 0,4m - Branding Full colour - Finishing High Level Full Colour Print | X3 Sets (SADC info desk) (King Shaka International Airport) | |



| | | | | |
|--|--|--|---|--|
| | | <p>– SADC (Artwork will be provided)</p> <p>Example</p>  | | |
| | | <p>Media Backdrops (to be placed behind each information desk)</p> <ul style="list-style-type: none"> • Dimensions 3000 x 2000mm • Material Sublimated fabric (non-transparent) • Aluminium Retractable construction • Supplied with carry bag • SADC (Artwork will be provided) <p>Example:</p>  | <p>X3 (1 per info desk) (King Shaka International Airport)</p> | |
| | | <p>Pull/Roll Up Banner (State Protocol Lounge, Hotels & dedicated Airport lanes)</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2000mm(h) • Branding Full Colour • Finishing High Level Full Colour Print • Material Lay flat White PVC quality & resolution • Wide Base Aluminium Alloy | <p>X60 (King Shaka International Airport)</p> | |



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| | | <ul style="list-style-type: none"> • Branding Full colour • Supplied with carry bag | | |
| | | <p><u>Directional signage</u> <i>(Floor decals at the King Shaka International Airport for the duration of one week)</i></p> <ul style="list-style-type: none"> - Material Vinyl - Size 30x20cm - Slip and scratch resistant - SADC (Artwork will be provided) <p><u>Example:</u></p>  | <p>X200 (King Shaka International Airport)</p> | |
| | | <p><u>Directional signage at Immigration counters/booths</u> <i>(for the duration of arrival and departure of delegates)</i></p> <ul style="list-style-type: none"> - Material: Vinyl - Size: 210mm x 297mm - Slip and scratch resistant - SADC (Artwork will be provided) <p><u>Example:</u></p>  | <p>X40 (OR Tambo and King Shaka International Airport)</p> | |
| | | <p><u>Bollard Wrapping: Arrivals and Departure Zones</u> King Shaka International Airport ONLY</p> <p>Description 3-sided bollard cover</p> <p>Material 3mm Correx</p> <p>Size 36" x 4.5</p> | <p>X50 (King Shaka International Airport)</p> | |


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| | | <p>SADC (Artwork will be provided)</p> <p>Example:</p>  | | |
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| | | <p>Airport Fence Wrangler Wrap (King Shaka International Airport)</p> <ul style="list-style-type: none"> • Dimensions 4000m(w) x 5m(h) • Material Sublimated fabric (non-transparent) finished with webbing all around • Additional Eyelets every 500mm apart and hemmed for strength. • Finishing High Level Full Colour Print • Branding Full colour • SADC (Artwork will be provided) <p>Example</p>  | <p>X1 (Branding ONLY)</p> | |
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| | <p>Crowd Barrier Fencing with branding (entrance / roads leading to park and ride)</p> <ul style="list-style-type: none"> • Dimensions 10m (w) x 5m(h) • Material Sublimated fabric (non-transparent) finished with webbing all around • Additional Eyelets every 500mm apart and hemmed for strength. • Finishing High Level Full Colour Print • Branding Full colour • SADC (Artwork will be provided) <p>Example:</p>  | X2 (On Rental) | |
| | <p>Speed Fencing with Directional Signage (entrance / roads leading to park and ride)</p> <p>Specification:</p> <ul style="list-style-type: none"> - Speed fencing - Size: 2m high - Fence banner including eyelets 2m high single sided - Finishing: High Level Full Colour Print - Branding: Full colour - Deliver and install - SADC (Artwork will be provided) <p>Example:</p> | X100 (On Rental) | |

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| | |  | | |
| | | <p><u>Free Standing Signs – Park & Ride)</u></p> <p>Specification:</p> <ul style="list-style-type: none"> - Material: Steel frame - Size: 1.8m x 1m - G1 – Vinyl prints to standing signs (country names) – double sided - Deliver and install standing signs with the vinyl prints - SADC (<i>Artwork will be provided</i>) <p><u>Example:</u></p>  | <p>X40 (On Rental)</p> | |
| | | <p><u>Floorplan Cubes + Directional Signage</u></p> <p>Specification:</p> <ul style="list-style-type: none"> - Material: Maxima System box frame - Size: 3m x 2m x 0.5m including weight - GF1 – Fabric banner including fabric welt – double sided - Deliver and install the floorplan cubes with the fabrics - SADC (<i>Artwork will be provided</i>) <p><u>Example:</u></p> | <p>X50</p> | |

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| | |  | | |
| | | <p><u>Vehicle Decals</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> - Material: Magnetic - Size: 600mm x 420mm - Finishing: High level full colour print (Artwork will be provided) - Slip and scratch resistant - SADC (Artwork will be provided) <p><u>Example:</u></p>  | <p>X100 (2 per car/shuttle or bus). Two on the doors</p> | |
| | | <p><u>Telescopic Banners for Accreditation Centre</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> - Type Harp (double-sided) - Dimensions 3m Height - Finishing High level full colour print with country flags | <p>X50</p> | |

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| | | <ul style="list-style-type: none"> - Material 100% polyester fabric - Windproof design - Washable supplied with ground peg and carry bag - SADC (Artwork will be provided) <p>Example:</p>  | | |
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| | | <p>Ceremonial Car Registration Plates</p> <p>Specifications:</p> <ul style="list-style-type: none"> - Material: Magnetic - Size: 520mm (w) x 113mm (h) - Finishing: High level full colour print (Artwork will be provided) - Slip and scratch resistant - SADC (Artwork will be provided) <p>Example:</p>  | X80 (2 per car) | |
|--|--|--|-----------------|--|

Important notes:

- The Successful Bidder will be responsible for: Production, Installation and Breakdown/Removal of Branding Material at all identified venues.
- The Successful Bidder will be required to deliver the above branding requirements in batches, and further details to be communicated to the successful bidder.
- The delivery plan with timelines and quantities (per batch) will be communicated to the successful bidder.

| | |
|--------------------------------|--|
| Total for Branding | |
| VAT | |
| Total Bid Price Offered | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE AND INITIALS _____

POSITION _____

DATE _____

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

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

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

| |
|--|
| Name of bidder.....Bid number: DIRCO 02-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

- Required by: The Department of International Relations and Cooperation (DIRCO)

2. CATEGORY B: MEDIA BUYING

Bidders are requested to quote the department on Media Buying services for South Africa's SADC Chairship meetings and Summit as follows:

- Design services for all print media buying platforms stipulated under the category,
- Placement of radio advertisements,
- Placement of print advertisements, and
- Placement of billboards.

| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY | PRICE OFFERED IN RAND |
|-----|-----------------|--|-------------------|-----------------------|
| 1. | Design Services | <p>Bidders will be required to provide graphic design services on all print media in line with the provided SADC logo/brand guidelines and approved messaging. The design team from the bidding company will work closely with the design team from DIRCO.</p> <ul style="list-style-type: none"> • Artwork will be signed off by DIRCO prior to production/application. | Across all areas. | |

| | | | | |
|----|---|--|---|--|
| 2. | Placement of: Radio Advertisements | <p>03 Months National Campaign 2026 (01 July – 30 September 2026) (Excluding weekend)</p> <p>Service Providers are requested to assist with the placement of radio adverts on the following national and commercial stations.</p> <ul style="list-style-type: none"> ✓ Power FM ✓ Lesedi FM ✓ Umhlobo Wenene FM ✓ Motsweding FM ✓ Thobela FM ✓ Metro FM ✓ SA FM ✓ 702 ✓ Radio 2000 ✓ Capricorn FM ✓ 947 (94.7) ✓ Ukhozi FM ✓ Phalaphala FM ✓ Munghana Lonene FM ✓ Ikwekwezi FM <p><u>ADVERT SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Number of Stations X15 • Segments X1 <ul style="list-style-type: none"> Morning show (per station) X1 Afternoon show (per station) • Length of Advert/s 30 seconds • Duration X2 Bursts per day, per station for 09 weeks (1 July – 30 September 2026) <p>N.B.: Radio Adverts will be produced and provided by the Department (DIRCO)</p> | X2 Bursts per Day, per Station over 03 Months (01 July – 30 Septe mber 2026) (exclu ding weeke nds) | |
| 3. | Placement of: Print Advertisement | <p>03 Months Print and/or online Media Campaign</p> <p>Service Providers are requested to assist with the placement of adverts in the following newspaper publications</p> <p><u>Weekends</u></p> <ul style="list-style-type: none"> ✓ City Press ✓ Sunday World ✓ Sunday Times <p><u>Weekdays</u></p> <ul style="list-style-type: none"> ✓ The Sowetan ✓ Business Day ✓ City Press ✓ Mail & Guardian | X1 Place ment per Publica tion per week (1 July – 30 Septe mber 2026) | |

| | | | | |
|----|------------------------------|--|--|--|
| | | <ul style="list-style-type: none"> ✓ Cape Times ✓ Daily Maverick ✓ The Star <p><u>ADVERT SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Size 90h X 205w mm • Trim 95h X235w mm • Bleed 100h X 245w m • Finish Full colour • Quantity X1 Burst per publication per week | | |
| 4. | Billboard Advertising | <p>Bidder/s are requested to assist with Billboard applications for the duration of 08 Months at PRIME spots situated around the other 8 Provinces (two (2) in each province) preferably at entry points.</p> <p>Ten (10) Billboards in and around Durban City Centre including King Shaka International Airport:</p> | <p>X26 Billboards</p> <p>(1 July – 31 March 2027)</p> | |

| | |
|------------------------------------|--|
| Total cost for Media Buying | |
| VAT | |
| Total Bid Price Offered | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE AND INITIALS _____

POSITION _____

DATE _____

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

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

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

| |
|--|
| Name of bidder.....Bid number: DIRCO 02-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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


| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|



- Required by: The Department of International Relations and Cooperation (DIRCO)

3. CATEGORY C: CONFERENCE PACKS

Bidders are requested to quote the department on conference packs for South Africa's SADC Chairship meetings and Summit as follows:

- Design services for all artwork required for promotional material stipulated under the category,
- Conference bags,
- Notebook with folder sets,
- Notebooks
- Executive pens,
- Power Bank and Multi-Charging Cable (3-in-1)
- Wireless earphones
- Beaded lanyards,
- Lapel pins,
- Lanyards,
- Coasters
- USBs
- Portable handheld fans
- Woven Gift bags.

| | | | | |
|--|--|---|-----|--|
| | | <p>Matching briefcase</p> <ul style="list-style-type: none"> - Description: Genuine leather handmade briefcase suitable for a 17" laptop - Features: Two main zipped compartments with detachable utility slots for pens, cards, and a phone, and two external front pockets. - Finishing: Compartments finished with raw leather lining, and zipped pockets lined with 100% organic cotton. - Colour: Dark Brown - Dimensions: W42 x H30 x D11 - Weight: 2.08 kg - Branding: Debossing <p>Example:</p>  | | |
| | | <p>Branded A4 Notebook with Leather folder</p> <ul style="list-style-type: none"> - Folder quality: Genuine Leather Zipped folder - Size: A4 - Pages: Branded lined pages - Colour: Dark brown - Branding: Foiling/Debossing <p>Example:</p> | X40 | |

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|--|--|--|-----|--|
| | |  | | |
| | | <p>–</p> <p>Branded Executive pen</p> <p>– Description Executive fountain pen</p> <p>– Branding Engraving</p> <p>– Ink Black</p> <p>Example:</p>  | X40 | |

| | | | | |
|----|--------------------------------------|--|------|--|
| 3. | MINISTERS PACKS (X150 pax) | <p>Infiniti Leather Business Case on Wheels</p> <p>Equivalent to the following:</p> <ul style="list-style-type: none"> – Material 100% Genuine Leather – Colour Brown – Adjustable trolley handle – 4 wheels – Soft carry handles – Front slip pocket for small things – Front organizer for stationery and business cards – 2 x front slip pockets to slide in last minute papers – Front main compartment with filing section to neatly store files and documents – Back main compartment with packing straps for a set of clothes or extra documents – Padded space for 15.6" laptop – Built-in TSA lock to lock zips and secure your documents – Interior lining with inner zip pockets for smaller valuables – Metallic zip pulleys, zips and leather trims – Rear travel-sleeve to slide bag over other luggage trolley handle – *Cabin-size – Branding Embossing <p>Example:</p> | X150 | |
|----|--------------------------------------|--|------|--|



Branded A4 Notebook with Leather folder

X150

- Material Genuine leather
- Size A4
- Pages Branded lined pages
- Branding Foiling/ Laser embossing

Example:



Branded Executive pen

X150

Equivalent to the following quality:

- High quality pen
- Fishing Chrome
- Branding Engraving

Example:



Custom Lapel pin

X150

- Pin type Two-piece Metal (brass), with magnetic back piece
 - Size ±34mm
 - Material Brass
 - Colour Gold, Silver, and bronze
- (Breakdown will be discussed with the appointed service provider)**

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| | | <p>- Branding logo 2026 SADC</p> <p>Example:</p>  | | |
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| <p>DELEGATES PACKS (X350 pax)</p> | <p>Leather Executive Backpack</p> <ul style="list-style-type: none"> • Description Backpack with versatility A Pioneer master of • Quality Leather 100% Genuine • Material Leather Genuine • (Brown) • Durable cotton canvas interior - water repellent • Premium vegetable tanned leather straps • Adjustable back strap system with shoulder pads • Secure double zip-top closure with foam padded back & bottom • Fits 15" Laptop • Back zip pocket with 2 x exterior side pockets • Size H 42cm x W 30cm x D 13cm • Branding Embossing <p>Example:</p> | <p>X350</p> | |
|--|--|-------------|--|

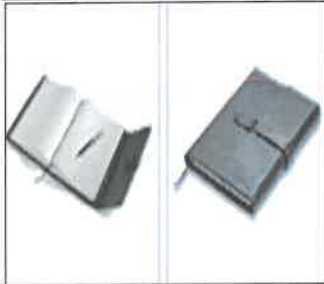


Branded A4 Notebook with folder

- Folder Material Synthetic leather
- Size 27.3 (l) X 20.5 (w) X 1.5 (h)
- Pages Branded lined pages
- Colour Brown
- Branding Foiling

X350

Example:



Branded Executive Metal/ Aluminium pen

- Quality High quality
- Material Enamelling on Brass,
- Type Rollerball Pen
- Refill
- Ink Black
- Dimensions 138mm x 15mm x 7mm
- Branding Laser Engraving

X350

Example:



**MEDIA PACKS
(X600)**

**Hard Shell Backpack with USB
Charge Smart Laptop Backpack**

X600

- Quality Backpack Hard Shell
- Material Oxford Cloth, Film Fabric
- Size 53.5 x 32 x 20cm
- Inner Volume 25 litres
- Weight 2,515g
- Features Adjustable anti-slip breathable mesh shoulder straps
- Other features Waterproof
- With external USB charging port, to charge phone
- Separate shock absorption padded computer compartment to fit up to 17inch laptop
- Protective padded laptop compartments,
- Branding Full colour Print

Example:



Branded A5 Notebook

X600

- Quality Notebook Hard Cover
- Material PU leather
- Size 21.8(l) x 14.5(w) x 1.8(h) cm
- Pages Branded lined pages
- Branding Foiling

Example



Branded pen

- Quality High quality
- Material Chrome Plated
Copper & Stainless Steel
- Ink Black
- Branding Laser
Engraving

Example:



X600

Power Bank (Slim, Executive Look) and Multi-Charging Cable (3-in-1)

X600

Power Bank Features:

- Digital Power Level Indicator
- Charge 3 devices simultaneously
- USB-C To USB-C Cable Included



Specifications:




- Capacity: 10000mAh | 37Wh
- USB-C Input: 5V 3A, 9V 2A
- USB-A Output 1: 5V 3A, 9V 2A, 12V 1.5A
- USB-A Output 2: 5V 3A, 9V 2A, 12V 1.5A
- USB-C Output: 5V 3A, 9V 2.22A, 12V 1.67A
- Total Output: 5V 3A




Multi Charging Cable Features:




- Universal Compatibility: Works with Micro, Lightning, and Type-C devices, including iPhones, Android phones, tablets, and more.
- Up to 65W Fast Charging
- Durability: Designed to handle 10,000+ bends, providing long-lasting use.
- Slim & Portable: With a 5mm diameter
- Modern Transparent Tips

Specifications:

| | | | | |
|---|--|---|------|--|
| | | <ul style="list-style-type: none"> - Cable Type: USB to Micro, Lightning, and Type-C - Length: 1.2m - Power Delivery: Up to 65W - Bend Capacity: 10,000+ bends - Cable Diameter: 5mm - Product Dimensions: 30mm width x 1200mm height x 7mm depth <p>Example:</p> <p>-</p>  | | |
| | | <p>Wireless Earphones</p> <p>Specification:</p> <ul style="list-style-type: none"> - Quantity in a pack: 1 x wireless earphones with noise cancellation. 1 x USB-C Charging Cable. 1 x Extra Ear tips. 1 x Instruction Manual. - Up To 32 Hour Playtime. True Stereo Sound. Touch Control. <p>Example:</p>  | X600 | |
| <p>SECRETARIATE/SUBS TANCE (300 pax)</p> | | <p>A5 Notebook and pen set</p> <ul style="list-style-type: none"> - Description Prominence A5 Hard Cover Notebook - Material PU - Product Size 21(l) x14.3(w) x1.5cm (h) | X300 | |

| | | | | |
|--|--|--|----------------------|--|
| | | <ul style="list-style-type: none"> - Capacity A5. - Pages Branded Lined - Pages - Branding Screen Print  | | |
| | | <p>Ball pen</p> <ul style="list-style-type: none"> - Description Armada ball pen - Material Metal - Product Size 16.6 (l) x 6 (w) x 2.9cm (h) - Branding Screen Print - Colour black (with black ink) <p>Example:</p>  | X300 | |
| | | <p>Beaded Lanyards</p> <ul style="list-style-type: none"> - Description Small African beads - Material Beads - Size 50cm x 2cm - Branding SADC - Colour An arrangement of Blue, Green, Yellow & White beads <p>ONLY</p>  | X500 (HoS, CoM, SoM) | |
| | | <p>Lanyards (All other Categories)</p> <ul style="list-style-type: none"> - Description Satin lanyards - Material Satin & Metal - Size 50cm x 2cm - Branding Screen Print - Colour Various | X2000 | |

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| | | <p>Example:</p>  | | |
| | | <p>USB/Flash disc</p> <p>Size: 64 GB</p> <p>Example:</p>  | X300 | |
| | | <p>Handheld Rechargeable Fans</p> <ul style="list-style-type: none"> - Description Handheld Fan USB Rechargeable, foldable fan - Material Durable ABS plastic - Size Compact - Weight +- 250g - Battery Medium - Speed 5 speed - Colours Royal blue, white & black - Branding SADC artwork <p>Example:</p>  | X2000 | |
| | | <p>Moden woven branded gift bags</p> <ul style="list-style-type: none"> - Description Medium sized Gift bag - Size A4 (255 X 120 X 300mm) - Grammage 230gsm - Colour Black & Fawn | X300 | |

| | | | | | | |
|--------------------------------|--|--|-----------------------------|--|--|--|
| | | <ul style="list-style-type: none"> - Finishing - Branding both sides  | <p>Woven Branded on</p> | | | |
| | | <p>Branded Coasters</p> <ul style="list-style-type: none"> - Description coaster - Size - Branding Screen Print <p>Eco friendly 10cm x 10cm Full colour</p> <p>(SADC artwork to be provided)</p> <p>Example:</p> <p>COA-02 Dimensions</p>  <p>Printing Position</p>  | X1000 | | | |
| Total Conference packs | | | | | | |
| VAT | | | | | | |
| Total Bid Price Offered | | | | | | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE AND INITIALS _____

POSITION _____

DATE _____

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

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

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

| |
|---|
| Name of bidder.....Bid number: DIRCO 2-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|



- Required by: The Department of International Relations and Cooperation (DIRCO)



4. CATEGORY D: PROMOTIONAL MATERIAL



Bidders are requested to quote the Department on branded promotional material for South Africa’s SADC Chairship as follows:


- Golf t-shirts,
- Sports jackets,
- Ceremonial scarves and ties
- Thermal travel mugs
- Thermal water bottles, and
- Golf umbrellas.

| NO. | ITEM/SERVICE | DESCRIPTION | QUANTITY | PRICE OFFERED IN RANDS |
|-----|----------------------|--|----------|------------------------|
| 1. | PROMOTIONAL MATERIAL | <p><u>Golf t-shirts (unisex)</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> - Calgary golf shirt - 200 g/m² - 100% cotton piqué knit - 1x1 rib knit collar and cuffs - contrast colour neck tape - two-button placket - tone-on-tone logo buttons - side slits with contrast inner tape - heat transfer main label - Colour: White - Branding: Embroidery | X 700 | |

| | | | | |
|--|--|--|------|--|
| | | <ul style="list-style-type: none"> - Quantity: (50% men's cut and 50% ladies cut) | | |
| | | <div style="text-align: center;">  </div> | | |
| | | <p><u>Long sleeve sports jackets (unisex)</u></p> <ul style="list-style-type: none"> - 100% polyester - lining: 100% polyester - padding: polyester - fully padded and heat sealed quilted outer and inner - full chunky zip with branded zip puller - full wind placket - standard fit - Colour: Black / Royal Blue (50/50) <p>Branding: SADC logo Embroidery</p> <div style="text-align: center;">  </div> | X700 | |

| | | | | |
|--|--|--|------|--|
| | | <p><u>Classic Silk Protocol/Ceremonial Scarves</u></p> <p>Description: Classic Silk Scarves for high-level events Fabric: 100% silk or silk-blend Size: Medium square (60x60cm or 70x70cm) Finish: Hand-rolled edges (premium feel) Colour: Royal blue and white (SADC) Branding: Subtle SADC logo or emblem in corner</p> <p><u>Example:</u></p>  | X200 | |
| | | <p><u>Executive Solid Silk Protocol/Ceremonial Ties</u></p> <p>Description: Executive Solid Silk Ties Fabric: 100% silk (matte or light sheen) Size: Standard men's tie Colour: Blue, Green and Gold/Yellow (SADC) Branding: Subtle SADC logo artwork</p> <p><u>Example:</u></p> <p>— —</p>  | X200 | |

| | | | |
|--|---|------|--|
| | <p><u>Thermal Travel Mugs</u></p> <ul style="list-style-type: none"> • Description Vacuum Insulated Travel Mug • Material Stainless steel, BPA-free • Capacity 300ml • 100% leakproof vacuum seal • Superior drinking comfort from ergonomic drinking lid (no lip burn!) • Isothermal flask keeping drinks hot or cold for 3-6 hours • Branding Full colour PU Print • Colour Black <p><u>Example:</u></p>  | X700 | |
| | <p><u>Thermal Water Bottle</u></p> <ul style="list-style-type: none"> • Description Vacuum Insulated Travel Mug • Material Stainless steel, BPA-free • Capacity 500ml (8.6cm (w) X 15cm (h)) • Vacuum Insulated Flask • Isothermal flask keeping drinks hot or cold for 3-6 hours • Branding Full colour PU Print • Colour Black  | | |

| | | | | |
|--|--|--|--|--|
| | | <p><u>Golf umbrella</u></p> <ul style="list-style-type: none"> - Alex Varga Taranis Auto-Open Golf Umbrella - Material: 190T Pongee, PP & Fibreglass - Size: 132cm (d) - Capacity: 8 Panels - Branding: Full colour Screen Print - Colour: Black <p><u>Example:</u></p>  | | |
|--|--|--|--|--|

| | |
|-----------------------------------|--|
| Total Promotional Material | |
| VAT | |
| Total Bid Price Offered | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE AND INITIALS _____

POSITION _____

DATE _____

SBD 3.1(E)

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

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

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

| |
|--|
| Name of bidder.....Bid number: DIRCO 02-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

- Required by: The Department of International Relations and Cooperation (DIRCO)

5. CATEGORY E: Event logistics (SADC Live Broadcast Breakfast)

Bidders are requested to quote the Department on logistical requirements (goods and services) for the SADC Summit Live Broadcast Breakfast as follows:

| NO | ITEM/SERVICE | DESCRIPTION | QUANTITY | PRICE OFFERED IN RANDB |
|-----------------------------------|------------------------|--|-------------------|------------------------|
| Catering requirements | | | | |
| <i>(Live Broadcast Breakfast)</i> | | | | |
| 1. | DESIGN SERVICES | <p>Bidders will be required to provide graphic design services on all branding material in line with the provided SADC logo/brand guidelines. The design team from the bidding company will work closely with the SADC design team from DIRCO.</p> <ul style="list-style-type: none"> • Artwork examples will be provided but will need to be adjusted according to specific products. • Artwork will be signed off by DIRCO prior to production/application. | Across all areas. | |
| 2. | Catering | 80% Halaal on all food | X300 Guests | |


| | | | | |
|-----------------------------------|-----------------|--|--------------------------------------|--|
| | | <p>10% vegetarian, 5% Vegan and 5% kosher meals (To be discussed during food tasting)</p> <p>** The below menu is meant to serve as a guideline; suppliers are encouraged to provide alternative options.</p> <p><u>On Arrival at 5am</u> (Coffee station)</p> <ul style="list-style-type: none"> • Assorted teas • Fresh Coffee station • Assorted fruit juices • Freshly baked assorted pastries <p><u>On each table</u></p> <ul style="list-style-type: none"> • Freshly baked scones served with fresh cream and an assortment of jams • Cheeseboard – Assortment of cheeses • Assortment of mini breads • Fresh seasonal fruit <p><u>Plated Main</u></p> <ul style="list-style-type: none"> • Eggs Benedict with smoked salmon, hollandaise and mushroom skewers topped with fresh rocket • Cheese and herb corn bread stacker topped with scrambled eggs and a drizzle of pesto topped with swirls of smoked salmon • vegetarian, Vegan and kosher meals (To be discussed during food tasting) <p><u>Beverages</u></p> <ul style="list-style-type: none"> • Assorted teas • Fresh Coffee station • Assorted fruit juices • Water (<i>still and sparkling</i>) | | |
| 3. | Waitrons | X 38 Waitrons (1:8) | X38 | |
| Decor requirements | | | | |
| <i>(Live Broadcast Breakfast)</i> | | | | |
| | DÉCOR | <p><u>Entrance to the Breakfast area</u></p> <ul style="list-style-type: none"> • X2 Plinths with large floral arrangements/displays on top (on either side of the entrance) • X1 Red carpet at the main entrance to Delegates dining room (Size: 20m) | <i>As per the décor requirements</i> | |
| | | <p><u>Arrival Area</u></p> <p>X2 Console tables with large floral arrangements/displays and Mirror against the wall (<i>Floral arrangement should include Proteas, Tulips, Hydrangeas, Lilies/ stargazers and other votives</i>)</p> | <i>As per the décor requirements</i> | |
| | | <u>On Stage</u> | | |

| | | | | |
|--|-------------------------|--|-------------------------|--|
| | | <ul style="list-style-type: none"> • X6 Wingback chairs (for Panel members) • X5 Low wooden side tables, each with a low fresh floral centre piece (table positioned between chairs) <p>X1 Persian Rug (±6X2m)</p> | <p>X6 X5 X1</p> | |
| | | <p><u>MAIN VENUE/ BALLROOM AREA – SEATING 300 guests</u></p> <p>Décor requirements are as follows.</p> <p><u>Table requirements</u></p> <ul style="list-style-type: none"> • X38 Round tables (<i>each seating eight guests</i>) • Tufted/ dining chairs (<i>Seating 300</i>) • Tablecloths and overlays • Napkins, • Charger plates, • Crystal glassware, • Centre pieces – SA floral (<i>i.e.: proteas, stargazer lily, tulips, orchids etc.</i>) • Presidential Cutlery (Stainless 18/10 grade) • Presidential Crockery (Fine bone China) • Table Numbers <p><u>Additional Room requirements</u></p> <ul style="list-style-type: none"> • X8 Plinths with floral arrangements <p><i>NOTE: The Successful bidder will be required to conduct a mock set-up for final approval a week prior to the event</i></p> | X300 guests | |
| | Event Stationery | <p><u>Menu/Programme cover:</u></p> <ul style="list-style-type: none"> • Size: 195mm-w/185mm-h • Folded and scored in half (97mm-w/185) • Gold foiling and full-colour printing. • Paper: Saville Row • Colour: Natural Ivory (280gsm) <p><u>Menu/Programme insert:</u></p> <ul style="list-style-type: none"> • Size: 195mm-w/ 185ww-h • Folded and scored in half (97mm-w/185mm-h) • Printing full colour only • Paper: Saville Row • Colour: Natural Ivory (120 gsm) | X300 Guests | |

Suggested decor layout should be included in the proposal. The successful bidder will be required to do a mock set up prior to approval of the final look and feel.

Look and feel guideline



| Sound, Stage, Audio-Visual, and Technical Support <i>(Live Broadcast Breakfast)</i> | | | | |
|---|------------------------|---|------------------------|--|
| | Stage design | <p>The successful service provider will be required to develop three (3) stage designs for the Department's consideration, based on the below brief:</p> <p><u>Concept:</u> Multi-dimensional built set which incorporates the SADC logo (in 3-d), screens and other digital props. Please see the below illustrative examples:</p>  <p>Dimensions</p> <ul style="list-style-type: none"> • Stage: 10m x 5m (0.6m high) • Ramp: 1.2m x 6m (0.6m high) • Must include Steps & Cladding/ Skirting | X1 | |
| | Digital Lectern | LCD Digital Lectern (Black) | X1 | |
| | Camera risers | <ul style="list-style-type: none"> • X3 Camera riser (1.2m x 2.4m) | X3 | |
| | PA System | <ul style="list-style-type: none"> • PA System (<i>which also allows for background music</i>) • X7 Lapel Microphones (Programme director and panellists) • X7 Microphones (backup solution for panellists) • X3 Roving microphones (<i>Q&A Session</i>) | As per technical rider | |
| | AV Equipment | <ul style="list-style-type: none"> • X4 50" LED Screens on stands (for live feeding and branding) • N.B.: Must provide USB for each screen | X4 | |

| | | | | |
|------------------------------------|---------------------|---|----------------------------|--|
| | Lighting | <ul style="list-style-type: none"> • X1 Lighting Cabling and Multicores • X2 Single Receiver • X2 Single Transmitter • X1 Ultralight - Complete • X10 Washlight • X24 Ledforce 18 RGBW • X6 Colour Spot 700E • X6 ETC SOURCE 4 Par 4 EA • X1 12 Way Dimmer | <i>As per requirements</i> | |
| | Project team | <ul style="list-style-type: none"> • Health and Safety officer. (assist with public liability and JOC application process for compliance. | <i>X 1</i> | |
| TOTAL SADC EVENTS LOGISTICS | | | | |
| VAT | | | | |
| TOTAL BID PRICE | | | | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE AND INITIALS _____

POSITION _____

DATE _____

CONSOLIDATION OF ALL CATEGORIES

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

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

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

| |
|--|
| Name of bidder.....Bid number: DIRCO 02-2026/2027 |
| Closing date 12/06/2026 Time 11:00am |

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

| No. | Item | PRICE OFFERED IN RANDS |
|-----------------------------------|--|------------------------|
| 1 | CATEGORY A: BRANDING MATERIAL | |
| 2 | CATEGORY B: MEDIA BUYING | |
| 3 | CATEGORY C: CONFERENCE PACKS | |
| 4 | CATEGORY D: PROMOTIONAL MATERIAL | |
| 5 | CATEGORY E: EVENT LOGISTICS (SADC LIVE BROADCAST BREAKFAST) | |
| TOTAL COST (INCLUDING VAT) | | |

NAME OF THE SERVICE PROVIDER _____

SIGNATURE _____

POSITION _____

DATE _____

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**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 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 | 90 |
| SPECIFIC GOALS | 10 |
| 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.

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest 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 (90/10): Specific goals for the tender and points claimed are indicated per the table below.

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 (90/10 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) |
|---|---|---|
| Percentage (%) Ownership by HDIs | Points (2) | |
| 51-100 | 2 | |
| 1-50 | 1 | |
| 0% | 0 | |
| Percentage (%) Ownership by Women | Points (4) | |
| 81-100 | 4 | |

| | | |
|---|-------------------|--|
| 61-80 | 3 | |
| 21-60 | 2 | |
| 1-20 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Youth | Points (3) | |
| 71-100 | 3 | |
| 41-70 | 2 | |
| 1-40 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Disability | Points (1) | |
| 1-100 | 1 | |
| 0 | 0 | |

Table 2 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|--|--|
| Percentage (%) Ownership by HDIs | Points (5) | |
| 81-100 | 5 | |
| 61-80 | 4 | |
| 41-60 | 3 | |
| 21-40 | 2 | |
| 1-20 | 1 | |
| 0% | 0 | |
| Percentage (%) Ownership by Women | Points (8) | |
| 91-100 | 8 | |
| 81-90 | 7 | |
| 71-80 | 6 | |

| | | |
|---|-------------------|--|
| 61-70 | 5 | |
| 51-60 | 4 | |
| 41-50 | 3 | |
| 21-40 | 2 | |
| 1-20 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Youth | Points (6) | |
| 81-100 | 6 | |
| 71-80 | 5 | |
| 61-70 | 4 | |
| 41-60 | 3 | |
| 31-40 | 2 | |
| 1-30 | 1 | |
| 0 | 0 | |
| Percentage (%) Ownership by Disability | Points (1) | |
| 1-100 | 1 | |
| 0% | 0 | |

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: | |
| | |
| | |
| | |

[COMPANY LETTERHEAD]

Insert company logo, name, address, and contact details here

Reference Letter Template

Reference letter template to be completed by each of the respective Clients. Forms not signed / stamped and completed by the client will not be considered.

The following are to be completed by the Client:

Company Name:

.....

Service provider Name:

.....

Brief Scope of Work Including Description of Work:

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

Contract Amount:

.....

Contract Duration:

Start Date:

End

Date:

Level of satisfaction

Tick the appropriate rating and add any comments:

Excellent

Very Good

Satisfactory

Fair

Poor

Any other remarks to be considered necessary to assist in evaluation of the contractor?

.....

[COMPANY LETTERHEAD]

Insert company logo, name, address, and contact details here

Name of Company Representative:

.....

Designation:

.....

Contact Number:

.....

DECLARATION & SIGNATURE

DECLARATION

I, the undersigned, hereby confirm that the information provided in this reference / testimonial letter is true and accurate to the best of my knowledge. I understand that this letter may be used for professional verification purposes.

Signature of Authorised Signatory

Date

Full Name (Print)

Company Stamp (if applicable)

This document must be completed on the company's official letterhead to be deemed valid.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

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

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12. Transportation
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14. Spare parts
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34. Prohibition of restrictive practices

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.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or 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.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.