

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

BID NUMBER: DIRCO 09/2020/21

INVITATION TO BIDDERS FOR THE SUBMISSION OF BIDS FOR THE PROVISION OF A VENUE AND SERVICES THAT INCLUDE (1) DÉCOR SERVICES, (2) CATERING SERVICES, (3) SOUND, STAGE AND TECHNICAL SUPPORT REQUIREMENTS, AND (4) EVENT REGISTRATION AND ACCREDITATION SERVICES FOR THE ANNUAL UBUNTU AWARDS WHICH WILL TAKE PLACE ON 12 FEBRUARY 2022, IN CAPE TOWN, WESTERN CAPE



TERMS OF REFERENCE

INVITATION TO BIDDERS FOR THE SUBMISSION OF BIDS FOR THE PROVISION OF A VENUE AND SERVICES THAT INCLUDE (1) DÉCOR SERVICES, (2) CATERING SERVICES, (3) SOUND, STAGE AND TECHNICAL SUPPORT REQUIREMENTS, AND (4) EVENT REGISTRATION AND ACCREDITATION SERVICES FOR THE ANNUAL UBUNTU AWARDS WHICH WILL TAKE PLACE ON 12 FEBRUARY 2022, IN CAPE TOWN, WESTERN CAPE

1. PURPOSE

The Department of International Relations and Cooperation (hereinafter referred to as “DIRCO” intends to secure a venue which is able to accommodate 400 guests and obtain an inclusive service that will supply; (1) décor services, (2) catering services, (3) sound, stage and technical support requirements and (4) event registration and accreditation services for the annual Ubuntu Awards which will take place on Saturday, 12 February 2021, in Cape Town, Western Cape.

2. BACKGROUND

In order to recognize South African industry leaders, eminent persons and ordinary citizens for their distinguished service and contribution towards promoting South Africa’s national interests and values across the world, the Minister of International Relations and Cooperation, Dr. Naledi Pandor, will host the annual Ubuntu Awards in Cape Town on 12 February 2022.

The event will take place after the State of the Nation address and will bring together 400 guests which include captains of industry, leaders from civil society, members of Cabinet and eminent persons in addition to all Ambassadors and High Commissioners accredited to South Africa.

3. SCOPE OF WORK

DIRCO requires a reputable venue with accompanying services, inclusive of the following:

- Venue Hire.
- Décor Services.
- Catering Services.
- Sound, Stage and Technical Support.
- Event Registration and Accreditation Services.

3.1 Specifications

3.1.1 Venue hire			
No.:	Item/service	Description	Quantity
3.1.1.1	Venue	<p>The venue should be indoors and located within the Cape Town city centre.</p> <p>The venue should be rated 4 to 5 stars.</p> <p>The venue must be able to accommodate 400 guests for a gala dinner style event with social distancing (sit down)</p> <p>The venue should illustrate the ability to host Presidential/Cabinet level events</p> <p>The venue should be secure and should have a designated Head of Security who is able to work in conjunction with clients security team</p> <p>The venue should have a separate pre-event cocktail area that has the capacity for 400 pax cocktail style (arrivals)</p>	<p>X2 Days (11 to 12 February 2022)</p> <ul style="list-style-type: none"> • 11th – Set up • 12th – Rehearsals & Actual Event
		<p>The venue should have a minimum of four (4) holding rooms for the following category of guests:</p> <ul style="list-style-type: none"> • President’s holding room; • Minister’s holding room; • Artists’ holding rooms; and • Pre-event VIP lounge area. 	X 4

3.1.2 Décor Services			
No.:	Item/service	Description	Quantity
3.1.2.1	Décor	<p><u>ARRIVAL COCKTAIL AREA</u></p> <p><u>Lounge Pockets</u> The venue should be able to suggest the exact number of items required below based on the seating for 150 guests as well as the size of the room in which they will be hosted. The lounge areas/pockets should include:</p> <ul style="list-style-type: none"> • Three seater couches; • Two seater couches; • Wing back chairs; • Electric lamps; • White leather ottomans; • Scatter cushions; • Coffee tables with lamps & flowers; and • Bars (maximum of 2). 	Seating 150 guests
		<p><u>X30 Console tables for décor and catering purposes</u> Each console table should include the following:</p> <ul style="list-style-type: none"> • Floral center pieces; • Catering platters; and • Lamps and candles. 	X30 console tables <i>(spread throughout the reception area)</i>
		<p><u>Main Venue/ Ballroom Area – Seating 400 Guests</u> The venue should be able to accommodate the exact number of items required below based on the seating of 400 guests as well as the size of the room in which they will be hosted. Décor requirements are as follows;</p> <p><u>Table requirements</u></p> <ul style="list-style-type: none"> • X80 Round tables <i>(each seating five)</i>, • Round-back Tufted/ dining chairs <i>(Seating 400)</i>, • Tablecloths and overlays, • Napkins, • Charger plates, • Presidential Cutlery (Stainless 18/10 grade), • Presidential Crockery (Fine bone China), • Crystal glassware, • Fresh floral centre pieces – i.e.: proteas, roses, tulips, stargazer lily etc., • Votives, • Draping, and • Table Numbers. 	X400 Guests

		<p>Additional room requirements</p> <ul style="list-style-type: none"> • 20m Red carpet at the main entrance to the reception venue, • Dance floor, • X12 Plinths with floral arrangements i.e.: proteas, stargazer lily, tulips, orchids etc., • X12 Panels (<i>3m height</i>), • X12 Crystal chandeliers against the panels, and • X2 Bar stations. 	
3.1.2	Event Stationary	<p>Event Stationary (<i>As per the décor look and feel</i>)</p> <p><u>Menu/Programme insert and Cover:</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 (120gsm) <p><u>Branded Envelopes to insert Accreditation for invited guests</u></p> <ul style="list-style-type: none"> • Size: C1 (917 X 1297mm) • Printing full-colour only • Paper: Saville Row • Colour: Natural Ivory (120gsm) <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.</p>	X400 Guests
3.1.3	Awards/ Trophies	<p>Heavy Metal Awards</p> <ul style="list-style-type: none"> • Size: ±40cm (h) • Design: 4 Dimension Ubuntu Awards logo • Colour: Gold • Material: Alloy Metal • Plate: Bronze (Artwork will be provided) 	X9
3.1.4	Wall Banner	<p>Wall Banner (Photo Opportunity)</p> <ul style="list-style-type: none"> • Description Dye sublimated fabric skins supplied with Aluminium frames, panelling, cladding and lighting • Dimensions 13m(w) x3m(h) • Branding Full colour (<i>Artwork will be provided</i>) • Finishing High Level Full colour print • Frames Heavy duty Aluminium • Weights must be attached for stability 	X1

3.1.5	Photo booths	X2 Theme specific Photo booths <ul style="list-style-type: none"> • Dimensions : ±2m(d) x 3m(l) x 2m(h) • Décor : Décor props must be aligned with the overall event theme • Features : Border design and branding and green screen with theme specific backdrop • Lighting : Professional LED • Photo prints : X2 Pictures per person • Must allow for uploading of pictures onto Social media • Personnel : 1X operator per booth 	X2
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Look and feel



3.1.3 Catering Services

No.	Item/service	Description	Quantity

3.1.3.1	Welcome canapé's	<p><u>Selection of Hot and Cold Canapés</u> *10% vegetarian, 10% Halaal and 4 plated kosher meals</p> <p>Cold Canapés</p> <ul style="list-style-type: none"> • Smoked salmon salad aubergine chutney saffron poached quail eggs • Glazed duck salad roasted beets & pine nuts crispy salad leave • Petit chicken Caesar salad • Carrot macaroons parma ham watermelon jam creamy ricotta • Brochette of boccocini tomato pesto <p>Hot Canapés</p> <ul style="list-style-type: none"> • Spicy pan grilled calamari skewers quince aioli • Braised lamb knuckle sweet potato onion marmalade • Parsnip and potato soup caramelized onion goats cheese puff • Oven dried tomato pesto parmesan cheese balsamic syrup roasted vegetable bunny chow • Char grilled beef fillet mini burger tzatziki <p>**N.B.: The above menu is meant to serve as a guideline.</p> <p>N.B.: The successful venue will be requested to host a food tasting for X6 DIRCO officials a month prior to the event.</p>	X400 Guests
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	Main Meal	<p>10% vegetarian, 10% halaal and 4 % plated kosher meals</p> <p><u>On each table:</u></p> <ul style="list-style-type: none"> • South African cheese plate with local preserves, sultana bread, crackers and seasonal fresh fruit <p><u>Starter:</u></p> <ul style="list-style-type: none"> • Confit of lamb terrine served with babaganoush spread, cannellini bean and roasted red pepper salad • Tower of masala marinated vegetables presented on a naan croute with chick pea salsa, yoghurt and tamarind dressing • Aubergine, feta, baby marrow and sundried tomato terrine served with crispy croutons, olive and caper drizzle <p><u>Main course:</u></p> <ul style="list-style-type: none"> • Duo of grilled fillet of beef and herbed chicken roulade served with garlic infused mash potato, caramelized onion and thyme jus • Confit duck leg served with sweet potato puree, glazed baby carrots and marmalade jus • Springbok fillet with rooibos jus, baked pap and sweet corn tartlets served with seasonal vegetables. <p><u>Vegetarian:</u> Sundried tomato, olive and artichoke gnocchi served with rocket pesto</p> <p><u>Dessert:</u></p> <ul style="list-style-type: none"> • Trio of Caramelized Cream brulee, Mousse cake and Fruit skewer • Three tier cake stand with selection of petit fours <p>**N.B.: The above menu is meant to serve as a guideline.</p> <p>N.B.: The successful bidder will be required to host a food tasting for X6 DIRCO Officials a month prior to the event in order to confirm the final 3 course menu</p>	X400 Guests
3.1.3.3	Waitrons	X 40 Waitrons (1:10)	X40
3.1.3.4	Beverages	Full International Bar to the value of R120 000 (<i>including welcome drinks</i>)	X400 Guests

3.1.4 Sound, Stage and Technical Support requirements			
No.	Item/service	Description	Quantity
3.1.4.1	Stage design	<ul style="list-style-type: none"> Development of a 3-dimension stage concept in consultation with the client (DIRCO) Developers must provide at least three designs for the client's consideration before final production 	X1
3.1.4.2	Stage	<ul style="list-style-type: none"> Size : 24m(w) X 3.6m(d) X .70m (h) Must include; Steps Cladding, fascia, treads etc. 	X1
3.1.4.3	Screen	<ul style="list-style-type: none"> X1 Opera Screen with surround, fascias and wording Size : 24m(w) X 10m(h) Must include: Structural certification, All workshop labour , and All bracing and stage weights 	X1
3.1.4.4	Audio	<ul style="list-style-type: none"> X2 SHURE MX-153 Earset Microphone <i>(or similar)</i> X1 L-ACOUSTICS dV-DOSC System 6/4, side PA 3/2 per side stacked. <i>(or similar)</i> X4 L-ACOUSTICS 115XT HiQ Active front fills Loudspeaker <i>(or similar)</i> X7 L-ACOUSTICS 115XT HiQ Active Stage Monitor <i>(or similar)</i> X1 Quad L-ACOUSTICS Amplifier Rack <i>(or similar)</i> X1 Dual L-ACOUSTICS 24a Amplifier Rack FF amps <i>(or similar)</i> X1 YAMAHA M7CL 48Ch Digital Mixing Console Mons from Front of House <i>(or similar)</i> X1 TASCAM CD-01U Pro CD player <i>(or similar)</i> X2 SHURE ULXD-1 Beltpack Transmitter <i>(or similar)</i> X2 SHURE ULXD-2 Beta 58 Handheld Transmitter <i>(or similar)</i> X2 SHURE ULXD - 4DE Dual Wireless Receiver <i>(or similar)</i> X1 Microphone Kit 16 Pieces - Complete <i>(or similar)</i> X2 AKG Lectern Mic - 15cm <i>(or similar)</i> X10 BSS AR-133 Active DI Box <i>(or similar)</i> X4 BOSE LI Compact Portable PA Speaker <i>(or similar)</i> X1 SOUNDCRAFT EFX8 Mixing Console <i>(or similar)</i> X2 Wireless Hand Held - (System Complete) <i>(or similar)</i> X1 Microphone Stands c/o 16 pieces complete <i>(or similar)</i> X3 16ch Passive Splitter 19" Stage Box <i>(or similar)</i> X3 MOGAMI FOH 16 Way Multi Complete <i>(or similar)</i> X1 Laptop Audio Cable <i>(or similar)</i> X1 Audio Cabling and Multicores <i>(or similar)</i> 	<ul style="list-style-type: none"> X 2 X 1 X 4 X7 X1 X1 X1 X1 X2 X2 X2 X1 X2 X10 X4 X1 X2 X1 X3 X3 X1 X1

3.1.4.5	Backline	X1 Drum kit X1 Bass rig X1 Guitar combo X1 Keyboard X1 Keyboard stand	X1 X1 X1 X1 X1
3.1.4.6	Audio Visual	X2 PVISION 46" LED Screens with stand <i>(or similar)</i> X2 PVISION 65" LED Screens with stand <i>(or similar)</i> X2 PVISION 47" FULL HD LCD TV <i>(or similar)</i> X2 CHRISTIE HD20K Roadster <i>(or similar)</i> X2 CHRISTIE Lens ILS 1.25-16:1 SX <i>(or similar)</i> X1 VGA Splitter 2 Way <i>(or similar)</i> X1 BARCO FOLSOM Image PRO-HD <i>(or similar)</i> X4 DVI Gear Complete <i>(or similar)</i> X4 Cable Reels for Fibre <i>(or similar)</i> X2 Comfort Stands (Large) <i>(or similar)</i> X2 Presentation HP Laptop <i>(with Microsoft Office)</i> <i>(or similar)</i> X1 Audio Visual Cabling and Multicores <i>(or similar)</i>	X2 X2 X2 X2 X2 X1 X1 X4 X4 X2 X2 X1
3.1.4.7	Audio Comms	X8 CLEARCOM Wired Headset & Beltpack <i>(or similar)</i> X2 CLEARCOM 2.4Ghz Belt Pack <i>(or similar)</i> X2 CLEARCOM Double Ear Headset <i>(or similar)</i> X1 CLEARCOM Wireless 4-pack Complete <i>(or similar)</i>	X8 X2 X2 X1
3.1.4.8	Lighting	X1 Lighting Cabling and Multicores <i>(or similar)</i> X1 Ultralight - Complete <i>(or similar)</i> X12 LED Washlight <i>(or similar)</i> X12 Quantum Profile <i>(or similar)</i> X24 Ledforce 18 RGBW <i>(or similar)</i> X6 Robin Pointe <i>(or similar)</i> X12 4 Par 4 EA <i>(or similar)</i> X4 4 15 - 30° Profile <i>(or similar)</i> X2 12 Way Dimmer <i>(or similar)</i> X1 8ch Remote (100m) <i>(or similar)</i> X2 Hazer <i>(or similar)</i> X4 8' Upright Complete <i>(or similar)</i>	X1 X1 X12 X12 X24 X6 X12 X4 X2 X1 X2 X4
3.1.4.9	Machinery	Scissor Lift (11.6m) - (Build up/Break Down for X2 days) Scissor Lift (7.2m) - (Build up/Break Down for X2 days)	X1 X1
3.1.4.10	Power distribution	1 POWER DISTRIBUTION - 125A Complete <i>(or similar)</i>	X1
3.1.4.11	Power connection	3 Phase Power Connection Only 125 Amp <i>(or similar)</i>	X2
3.1.4.12	Teleprompter	Presentation Prompter	X1
3.1.4.13	Show caller	An experienced live-show conductor	X1
3.1.4.14	Stage ushers	X2 Personnel to assist with handing over of Awards to the presenters	X2
	Makeup artist	X1 Makeup artist	X1
3.1.4.15	Rigging	X1 RIGGING Cabling and Tackle X1 Rigging Consumables	X1 X1

		X4 CM Motor Controller (4 Way) X16 CM 0.5 Ton Electric Hoist	X4 X16
3.1.4.16	Trussing	X11 PROLYTE 2m Black 1 x 23m (or similar) X1 PROLYTE H30V L300 (Black) (or similar) X6 PROLYTE X30V L300 (Black) (or similar) X3 PROLYTE 2m Black R360 (or similar) X2 PROLYTE H30V6-way Box Corner (Black) (or similar) X1 PROLYTE X30V L100 (Black) (or similar) X1 PROLYTE X30V L100 (Black) (or similar) X5 PROLYTE H30V L200 (Black) (or similar) X20 PROLYTE H30V 3m-Black(or similar)	X11 X1 X6 X3 X2 X1 X1 X5 X20
3.1.4.17	Trussing (Screens)	X4 PROLYTE Lyte H30V L050 (Silver) (or similar) X2 PROLYTE H30V L200 (Silver) (or similar) X10 PROLYTE H30V L300 (Silver) (or similar) X4 PROLYTE H30V 6-Way Box Corner (Silver) (or similar) X2 PROLYTE H30V L100 (Silver) (or similar)	X4 X2 X10 X4 X2
3.1.4.18	Crew	Project Manager (to oversee entire Event) Crew members should include; <ul style="list-style-type: none"> • Audio Stage Technicians • AV Technician/ Engineer/s • Snr AV Engineer • AV • Snr FOH Engineer/s • Lighting Technician or Operator/s • Riggers • Senior Riggers • Stage Builders • Stage Hand-Long shifters • Set Builders • Stage Hand-Long Shifters • Audio System Technicians • Backline Technicians • Automated Light Technician/s 	<i>As per the technical requirements</i>
3.1.4.19	Certification	X1 Structural Engineering Certificate X1 Certificate of Compliance (<i>Electrical</i>) X1 Health & Safety	X1 X1 X1

Note: Sound check to be conducted on the morning of the event, 12 February 2022

N.B.: Quotation should include:

- Setting up and Dismantling of equipment
- Operating of equipment
- Consumables

3.1.5 Event Registration and Accreditation services			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
3.1.5.1	Facilitation of onsite accreditation	<p>Service providers are required to assist with the following event registration and accreditation services.</p> <ul style="list-style-type: none"> Facilitation of onsite accreditation (<i>branded fabric wristbands</i>), Branded registration station (minimum of 6 booths) with personnel (in uniform) 	<i>As per requirements</i>

4. VALIDITY OF PERIOD OF QUOTATION.

Validity period from date of closure: 90 days

5. EVALUATION METHODOLOGY

5.1 All the bids received will be evaluated in the following 3 phases (Administrative, Functionality Criteria and Price)

5.2 Phase 1: Administrative Compliance

5.2.1 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	
<p>Completed and signed Standard Bid Documents SBD1, SBD 4, SBD 6.1, SBD 8, SBD 9</p> <p>In case of Joint Venture arrangement, all bidders/members must also submit all the mandatory documents</p>	YES	<p>In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a Bidder will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the bidder</p>
Tax compliance Status on CSD	YES	<p>In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</p> <p>In the event the bidder is not tax compliant at the time of submission of the proposal, the bidder will be notified in writing of their non-compliance</p>

		<p>status and will be given 7 working days to submit a proof from SARS of their tax compliance status</p> <p>The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification</p>
Completed and signed Standard Bid Document SBD 3.1	YES	It is expected that the bidder/s will provide a detailed costing which will itemize all costs on services related to the required service as indicated in the specifications
In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.	YES	
Registration on Central Supplier Database (CSD)	YES	Bidders 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.
Valid Municipality certificate of Acceptability / Health Certificate	YES	

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

5.3 Phase 2: Functionality Criteria

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>Experience</p>	<p>Bidders are requested to provide proposals with profiles attached that demonstrate a minimum of five (5) years’ experience in providing venue, décor and catering, stage and sound and technical services for Presidential, Ministerial, or similar events:</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="540 646 1125 1293"> <tr> <td data-bbox="540 646 1062 768">Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past five (5) years</td> <td data-bbox="1062 646 1125 768">1</td> </tr> <tr> <td data-bbox="540 768 1062 890">Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past six (6) years</td> <td data-bbox="1062 768 1125 890">2</td> </tr> <tr> <td data-bbox="540 890 1062 1012">Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past seven (7) years</td> <td data-bbox="1062 890 1125 1012">3</td> </tr> <tr> <td data-bbox="540 1012 1062 1134">Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past eight (8) years</td> <td data-bbox="1062 1012 1125 1134">4</td> </tr> <tr> <td data-bbox="540 1134 1062 1293">Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past nine (9) years/ more</td> <td data-bbox="1062 1134 1125 1293">5</td> </tr> </table>	Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past five (5) years	1	Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past six (6) years	2	Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past seven (7) years	3	Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past eight (8) years	4	Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past nine (9) years/ more	5	<p>35</p>
Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past five (5) years	1											
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Provision of venue, décor and catering, stage and sound and technical support services for Presidential, Ministerial, or similar events in the past nine (9) years/ more	5											
<p>Credibility</p>	<p>Bidders are requested to provide proof of having implemented events that are inclusive of décor, catering, sound and stage and technical support services for Presidential, Ministerial, or similar events in the past.</p> <p>N.B.: Proof should be in the form of Testimonials/references from clients</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="540 1556 1097 1831"> <tr> <td data-bbox="540 1556 1040 1602">1 Testimonial/ Reference letters</td> <td data-bbox="1040 1556 1097 1602">1</td> </tr> <tr> <td data-bbox="540 1602 1040 1648">2 Testimonials/ Reference letters</td> <td data-bbox="1040 1602 1097 1648">2</td> </tr> <tr> <td data-bbox="540 1648 1040 1694">3 Testimonials / Reference letters</td> <td data-bbox="1040 1648 1097 1694">3</td> </tr> <tr> <td data-bbox="540 1694 1040 1740">4 Testimonials/ Reference letters</td> <td data-bbox="1040 1694 1097 1740">4</td> </tr> <tr> <td data-bbox="540 1740 1040 1831">5 Testimonials/ Reference letters or more</td> <td data-bbox="1040 1740 1097 1831">5</td> </tr> </table>	1 Testimonial/ Reference letters	1	2 Testimonials/ Reference letters	2	3 Testimonials / Reference letters	3	4 Testimonials/ Reference letters	4	5 Testimonials/ Reference letters or more	5	<p>35</p>
1 Testimonial/ Reference letters	1											
2 Testimonials/ Reference letters	2											
3 Testimonials / Reference letters	3											
4 Testimonials/ Reference letters	4											
5 Testimonials/ Reference letters or more	5											

All service providers who scored less than 60 points on functionality criteria will not be considered for Price and BBEE

Photographic Evidence	Photographic evidence of similar events hosted at a venue inclusive of décor, catering, sound and stage and technical support services for Presidential, Ministerial, or similar events.	30	
	Evaluation Matrix		
	Images from 1 event		1
	Images from 2 events		2
	Images from 3 events		3
	Images from 4 events		4
Images from 5 events or more	5		

5.4 Phase 3: BBEE Points allocation

5.4.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed and signed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate or a sworn affidavit

6. 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 bid.

Bidders 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.

7 GENERAL CONDITIONS OF CONTRACT

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

- a. The bidder 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 bidder.
- b. The bidder submitting the General Conditions of Contract to the Department of International Relations and Cooperation together with its bid, duly signed by an authorised representative of the bidder.

8. SERVICE LEVEL AGREEMENT

- a. Upon award the Department of International Relations and Cooperation and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the Department of International Relations and Cooperation, more or less in the format of the draft Service Level Indicators included in this tender pack. Such Service Level Indicators will constitute Special Conditions of Contract that will take precedence over any conflicting terms in the General Conditions of Contract.
- b. The Department of International Relations and Cooperation reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto within the scope of this Terms of Reference.
- c. Bidders are requested to:
 - i. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - ii. Explain each comment and/or amendment; and

- iii. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- d. The Department of International Relations and Cooperation reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the Department of International Relations and Cooperation or pose a risk to the organisation.

9. SPECIAL CONDITIONS OF THIS BID

The Department of International Relations and Cooperation reserves the right:

- a. To award this tender to a bidder 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 bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder who has not been awarded the status of the preferred bidder.
- 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 bidder, whether before or after adjudication of the bid.
- e. To correct any mistakes at any stage of the tender that may have been in the Bid 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 bidder(s) have been notified of their status as such.
- g. Award to multiple bidders based either on operational needs and risk assessment

10. THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION REQUIRES BIDDERS TO DECLARE

In the Bidder’s Technical response, bidders are required to declare the following:

- a. Confirm that the bidder 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 bidder 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.

11. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- a. The Department of International Relations and Cooperation reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder 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 bidder 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 bidder in respect of the subject matter of this bid;

- 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 bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

12. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- a. The bidder 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 bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- b. 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 bidder notwithstanding the conclusion of the Service Level Agreement between the Department of International Relations and Cooperation and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

13. PREPARATION COSTS

- a. The bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid 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 bidders in the preparation of their response to this bid.

14. INDEMNITY

- b. If a bidder breaches the conditions of this bid 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 bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder 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.

15. PRECEDENCE

- a. 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.

16. LIMITATION OF LIABILITY

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

17. TAX COMPLIANCE

- a. No tender shall be awarded to a bidder 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 bidder in the event that it is established that such bidder 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 bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

18. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

- a. No tender shall be awarded to a bidder 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 Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

19. GOVERNING LAW

- a. South African law governs this bid and the bid response process. The bidder 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 bid, the bid itself and all processes associated with the bid.

20. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

- a. A bidder 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 bid. In the event that the Department of International Relations and Cooperation allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder 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.

21. CONFIDENTIALITY

- a. 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 bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department of International Relations and Cooperation's examination and evaluation of a Tender.
- b. No part of the bid 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 bid 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.

- c. Throughout this bid process and thereafter, bidders 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 bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

22. DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION PROPRIETARY INFORMATION

- a. Bidders will on their bid 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 bidder in a preferential position in relation to any of the other bidders.

23. AVAILABILITY OF FUNDS

- a. 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 bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

24. FEES AND PAYMENT SCHEDULE

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

25. CONTACT PERSONS AND SUBMISSIONS

Prospective service providers should **submit their quotations to:**

DIRCO RFQ Team
E-mail: Quotesexternal@dirco.gov.za
Fax: 012 329 1267
Closing Date: 10 January 2022 – 11:00

Enquiries pertaining to the items requested on the spec can be directed to

Name: Mashile J
Tel: (012) 351 0328 OR 082 097 6098

26. COMPULSORY REQUIREMENTS

- Central Supplier Database Supplier Number
- Central Supplier Database Unique Registration Reference Number
- Central Supplier Database Registration Summary Report

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