

PLEASE TAKE NOTE

TENDER NUMBER: COGTA 15/2023

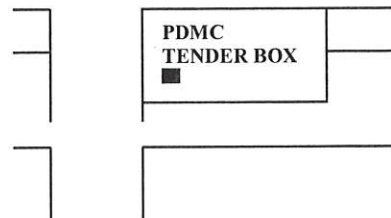
CLOSING TIME: 11:00

CLOSING DATE: 17 NOVEMBER 2023

DOCUMENTS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE THEY WILL NOT BE ACCEPTED FOR CONSIDERATION

DOCUMENTS MUST BE SIGNED IN THE ORIGINAL THAT IS IN INK. DOCUMENTS WITH PHOTOCOPIED SIGNATURES OR OTHER SUCH REPRODUCTION OF SIGNATURES WILL BE REJECTED

The Tender Document must be
Deposited in the Tender Box
Which is identified as the Tender
Box of the Gauteng Department of Co-operative
Governance and Traditional Affairs
11 Janadel Avenue, Provincial Disaster Management Centre,
Riverview Office Park
Midrand



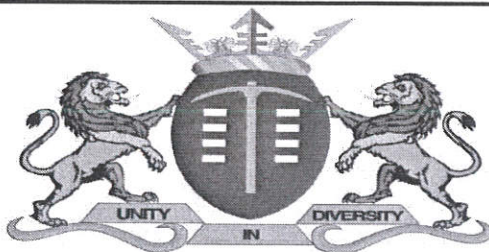
TENDERERS SHOULD ENSURE THAT TENDERS ARE DELIVERED TIMEOUSLY AT THE CORRECT ADDRESS

SUBMIT ALL TENDERS ON THE OFFICIAL TENDER FORMS – DO NOT RETYPE

TENDERS BY TELEGRAM, FACSIMILE OR OTHER APPARATUS WILL NOT BE ACCEPTED FOR CONSIDERATION

SUBMIT EACH TENDER IN SEPARATE SEALED ENVELOP

[GPG 3]



GAUTENG PROVINCE

CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Tender Notice & Invitation to Tender

TENDER NO: COGTA 15/2023

Tender Number	Service	Evaluation Criteria	Compulsory Briefing Session	Tender Closing Date and Time
COGTA 15/2023	Appointment of an Event Management Company to provide Logistical Support for Voter Education Campaign	Price =80 Equity=20	Date: 06 November 2023 Time: 11H00 Venue: Zealandia Boardroom,Block B, Riverview Park, 11 Janadel Avenue, Midrand	Date: 17 November 2023 Time : 11H00

The tender will be evaluated in terms of the 80/20 Preference Point System prescribed by the Preferential Procurement Regulations 2022 and take effect on 16 January 2023 and the Departmental Supply Chain Management Policy.

Evaluation Criteria	Number of Points
100 % Black Owned Enterprise	5
100 % Women Owned Enterprise	10
100 % PwD Owned Enterprise	2.5
Enterprise located in Gauteng Province	2.5
Total Preference points based on Specific and RDP Goals	20

TECHNICAL EVALUATION (100 FUNCTIONALITY POINTS)

The technical evaluation will focus on the following aspects: Value Matrix: 0 = No document attached, 1 = Poor, 2= Average, 3 =Good, 4 =Very Good, 5 =Excellent

FUNCTIONALITY ITEM	WEIGHTING FACTOR
Expertise	40
Methodology	30
Personnel/Capacity	30
Total Points for Functionality	100
Minimum Threshold for Functionality	70

Bidders who fails to meet the minimum requirements/threshold in relation to Functionality Evaluation (70) will not be evaluated further.

Mandatory Requirements for Tenders. Bidders who intend to respond to the tender invitation must attend the compulsory briefing session and ensure that they sign the attendance register. The bidders must complete, sign and submit all Bid Documents and Pricing Schedules, SBD 1,3,3,4, 6.1 and 6.2 with Annexure C . The use of correction fluid (tippex) when correcting errors on SBDs is prohibited; strike through the error, correct it and initial the corrections. Bid Documents should bear the original signature of an authorised person (Proof of Authority must be submitted e.g. Company Resolution); electronic submissions will not be accepted. In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium, should be attached and notarised by an attorney. If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted must be clearly indicated in the contract. Proposals submitted after the stipulated closing time and date will not be accepted.

Documents required to be submitted in order to claim points:

- Copy of Central Supplier Database (CSD)
- Copies of the company registration documents (CIPC)
- Certified copies of Directors/ Shareholders' IDs / Share Certificate
- Proof of Disability (Medical Certificate by Medical Practitioner with practice number)
- Proof of address/Municipal Statement of Account/Copy of the Lease Agreement if you are not the owner

Additional requirements for tenders: In order to verify the tax status of bidders, bidders are required to submit their Tax Compliance Status (PIN) from SARS; (Joint ventures/ consortium must submit a valid Tax Compliance Status Pin for all parties to a Joint Venture/ Consortium) Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached); Latest Audited Annual Financial Statement/ letter from accountant for new or dormant entities; Detailed company profile.

The Department adheres to all relevant **Acts, including PPPF Act No 5 of 2000** with its associated amended Preferential regulations 2022. Enquiries may be addressed to the Project Manager: Ms Crezelda Venter at crezelda.venter@gauteng.gov.za and Supply Chain Management: Ms. Phumzile Malgas at phumzile.malgas@gauteng.gov.za or Ms Mahlatse Madiba at mahlatse.madiba@gauteng.gov.za

Tender documents are available on the Gauteng etender portal: <http://e-tenders.gauteng.gov.za>

Please Note: All information and documents will be treated in accordance with POPI Act.

Completed tender documents should be sealed in an envelope clearly marked with the relevant tender number (COGTA 15/2023 and description). Tender documents should be delivered in the tender box at reception, Provincial Disaster Management Centre, 11 Janadel Avenue, Block B, Riverview Park, Midrand not later than 11:00 am on or before 17 November 2023.

Faxed, electronic or late submissions will not be accepted.

Only companies who have submitted all of the above information will be considered for evaluation process. The Gauteng Department of Co-operative Governance and Traditional Affairs is under no obligation to give reasons for non-acceptance /rejection of any submission. All short listed bidders will be subjected to undergo a security screening in terms of Section 2 (1) (b) of the National Strategic Intelligence Act 67 of 2002 as amended.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	COGTA15/2023	CLOSING DATE:	17 NOVEMBER 2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF AN EVENT MANAGEMENT COMPANY TO PROVIDE LOGISTICAL SUPPORT FOR VOTER EDUCATION CAMPAIGN				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
TENDER BOX AT RECEPTION					
PROVINCIAL DISASTER MANAGEMENT CENTRE					
NO. 11 JANADEL AVENUE, BLOCK B, RIVERVIEW OFFICE PARK, MIDRAND					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Phumzile Malgas		CONTACT PERSON	Crezelda Venter	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Phumzile.malgas@gauteng.gov.za		E-MAIL ADDRESS	Crezelda.venter@gauteng.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

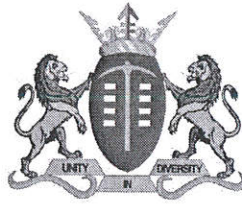
CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



GAUTENG PROVINCE

CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

COMPANY/FIRM RESOLUTION

I, _____, director/member/partner of
_____ (Company/Firm) hereby state that the
Company/Firm in its meeting held on _____ resolved to
bid for this tender number: _____ and nominated
_____ as authorised representative(s) and/or
signatory(ies) to sign the bid documents and any related contract in regard to
this bid.

THUS, DONE and SIGNED at _____
on this _____ day of _____

DIRECTOR/MEMBER/PARTNER

DULY AUTHORISED SIGNATORY(IES)

WITNESSES

1. _____ 1. _____

2. _____ 2. _____

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

R.....

.....

R.....

.....

R.....

.....

R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Bid No.:

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
.....
8. Are the rates quoted firm for the full period of contract?
*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

GAUTENG DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Ms. Phumzile Malgas/ Ms Mahlatse Madiba

Email: Phumzile.malgas@gauteng.gov.za/ mahlatse.madiba@gauteng.gov.za

Or for technical information –

Ms Crezelda Venter

Email: crezelda.venter@gauteng.gov.za

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

2.2.1 If so, furnish particulars:

.....

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.

- 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 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

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.

SBD4

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.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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: 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 allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100 % Black Owned Enterprise		5		
100 % Women Owned Enterprise		10		
100 % PwD Owned Enterprise		2.5		
Enterprise located in Gauteng Province		2.5		
Total Preference points based on Specific and RDP Goals		20		

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:

.....

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
T-Shirts	100%
Hats	100%
Caps	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5

of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Note: VAT to be excluded from all calculations

(C20)	Total tender value

Signature of tenderer from Annex B

Date: _____



GAUTENG PROVINCE
CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

CONSENT FORM IN TERMS OF SECTION 11 OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013 (POPIA)

In order for the department to consider the bidder's response to the tender to become a service provider of the department, it will be necessary for the department to process certain personal information which the service provider may share with department for the purpose of the tender, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The department will process the Service Provider's Personal Information in accordance with the department Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by department for purposes of assessing the service provider's submission in relation to the tender i.e. the purposes of assessing current services required by the department. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that department's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the department processing of the service provider's Personal Information for the purposes of evaluating its tender submission, including to confirm and verify any information provided in the submission and service provider gives department permission to do so. The service provider understands that it is free to withdraw its consent on written notice to department and the service provider agrees that the Personal Information may be disclosed by the department to third parties, including department's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your tender.

Yes ☐

No ☐

Supplier Name
Signature

Date

Authorised representative, who warrants that he/she is duly authorised.

TERMS OF REFERENCE:

**APPOINTMENT OF AN EVENT MANAGEMENT COMPANY TO PROVIDE LOGISTICAL
SUPPORT FOR VOTER EDUCATION CAMPAIGN**

16 October 2023

DIRECTORATE: STAKEHOLDER LIAISON

1. PURPOSE:

The purpose of this document is to invite Service Providers with expertise in Events Management to provide project coordination and events management services for the rollout of the Civic Awareness Campaigns across the five (5) Regions of Gauteng Province.

2. BACKGROUND

Regular civic awareness campaigns provide citizens with an opportunity to express their will and determine the composition of government. Citizens must be aware of government's purpose, their rights and obligations, and the municipal service delivery procedures. Citizens should be made aware in terms of the roles and responsibilities of elected officials within their wards and how to gather and analyse information to make informed choices. Awareness campaigns around service delivery are premised on the principles that community participation in the municipal IDP processes is crucial to build an informed and responsible citizenry with a sense of ownership of government developments and projects.

CoGTA will be hosting regional civic awareness campaigns around Gauteng to engage local community structures and stakeholders i.e., the wards Councillors, Ward Committees and Municipalities select thematic awareness campaigns. The campaign will cover both civic awareness campaigns and voter "democracy" education.

3. SCOPE OF WORK: DELIVERABLES

The nature and complexity of the implementation of the awareness campaigns necessitates for CoGTA to appoint an **Events Management Company** to provide the following:

- comprehensive events management services for the implementation of the Civic Awareness and Voter Education Campaigns.
- coordinate all logistical arrangements for the regional campaigns including: acquiring of venue and facilities, look and feel of venue, acquiring of transport for Community Development workers in the areas, catering, t-shirts and Caps, acquiring of audio-visual equipment

The success of the planned campaigns will contribute positively towards CoGTA's mandate in support of the National Elections in 2024.

The programmes will be taking place throughout the regions of the Province. The programmes will be held in the following regions:

- City of Joburg
- City of Tshwane
- City of Ekurhuleni
- West Rand
- Sedibeng

Total number of civic awareness campaigns throughout the regions are as follows:

- Civic awareness =5
- Democracy/Voter Education = 15

Total = 20 awareness campaigns

The dates will be confirmed on a quarterly basis.

The itemised services required from the appointed service provider are as follows:

NO	ITEM	DESCRIPTION OF GOODS / WORKS SERVICES REQUIRED
a	Venue and Facilities	Indoor venue Chairs and tables (for registration and catering) Stage/podium set up (8", 16 ' and 24" height with fixed railings and steps) – Where required
b	T-shirts	X 1500 – for ambassadors ie Departmental staff ie CDW's <ul style="list-style-type: none"> ▪ Color: White ▪ Golf shirt ▪ Branded – embroidered departmental logo and message ▪ Mid weight poly/cotton blend short sleeved. ▪ Fabric content should be ideal for embroidery or screen printing ▪ Sizes SM - MD - LG - XL - 2XL ▪ Texture- 180 gram
c	Caps and Brimmed hats	X 1500 Caps and Brimmed hats (750 each) <ul style="list-style-type: none"> ▪ Branded – departmental logo and message ▪ 100% brushed cotton twill ▪ size: 108 x 58 cm, diameter 20 cm adjustable (circular 58 cm) ▪ 6 panels, low profile ▪ 6 matching embroidered eyelets (no metal rivets) ▪ 8 row stitches on peak, pre-curved peak ▪ Sandwich to peak edge, white colour ▪ Buckram lining to front panel ▪ Matching button on top ▪ Matching short fabric covered Velcro straps ▪ Matching cotton padded sweatband ▪ Color: White - Embroideries, front panel: <ul style="list-style-type: none"> ○ subject: Logo ○ size: 75 x 75 mm ○ departmental colors, shiny thread ▪ Around arch: <ul style="list-style-type: none"> ○ subject: Civic Awareness campaigns ○ size: 8 x 120 mm, curved ○ color: white, shiny thread
d	Catering (per event)	250max People: Regionally – as and when required. Breakfast: Tea- scones and muffins

		<p>Lunch: Warm meal- 2 x starches, 2x meat and 2x vegetables/salads OR Packed lunches: burgers/sandwiches and chips, snack and fruit</p> <p>300x soft drinks and bottled juices 500x Water bottles</p> <p>(250 people x30 campaigns)</p> <p>*Note- Caterer should have a health certificate</p>
e	Transport	<p>40 People: Regionally – as and when required at various pick-up points. (Pick up points will be provided for each regional campaign).</p> <p>*Note- transport provider/s to be in possession of a PDP.</p>
f	Sound system (per event)	<ul style="list-style-type: none"> PA System with reach of 250 People 2-4 speakers depending on the venue 2 roving mics 2 portable mics –Portable FM Wireless Microphone Headset System
g	Audio Visual (per event)	<ul style="list-style-type: none"> LED screen and projector LED screen control cabling and miscellaneous AV distribution and control Generator in case of loadshedding
h	Ablution facilities	<ul style="list-style-type: none"> 1 x His & Hers VIP Mobile Toilet- as per need
i	Gigrigs	<ul style="list-style-type: none"> Hiring of Gig-Rig 1 X Gig-Rig Trucks as and when required Required for a maximum of 6 hours per day 1 x 4-ton Trucks - Branded with departmental branding With driver With diesel Stage PA System with reach of 250 People 2 roving mics 2 portable mics – Portable FM Wireless Microphone Headset System Voice Amplifier ¼ in/Output Plug with Bodypack Transmitter Receiver Podium – Clear Acrylic Podium with A Quality Stainless Steel Base Product Dimensions: 46" H x 23" W x 16" D Presenter Side Height: 42 Couches x 2 <p>(when required)</p>
j	Loudhailers	<ul style="list-style-type: none"> X 15 <p>(3 per region for blitzing and door to door campaigns)</p>
k	Branding	<p>20x Pull- up banners</p> <ul style="list-style-type: none"> Material: Skin – PVC Frame – Aluminium Bag – Polyester Oxford Size: Skin – 0.85m (w) x 2m (l) Frame – 0.85m (w) x 2m (l) x 0.2m (d) Bag – 10cm (w) x 92cm (l) x 21cm (d) Full colour digital print

		<p>10x Media Banners</p> <ul style="list-style-type: none"> Material: Skin – Polyester Frame – Aluminium Bag – Polyester Oxford Size: Skin – 2.15m (w) x 2.25m (l) Frame – 2.15m (w) x 2.25m (l) x 0.3m (d) Bag – 30cm (w) x 85cm (l) x 27cm (d) • Full colour Digital print <p>20x Telescopic banners</p> <ul style="list-style-type: none"> Material: Polyester Warp-Knit Size: 0.7m (w) x 3.5m (l) • Full colour Digital print
I	Digital Media Strategy	<p>Production and implementation of a Digital Media Strategy and Social Marketing Strategy to drive the Democracy (voter) education and civic awareness campaigns which are implemented and supported by CoGTA and to promote public participation in CoGTA Campaigns (All components to be multi-lingual, inclusive of sign language and braille).</p> <p>Aspects of the Digital Strategy:</p> <ul style="list-style-type: none"> Cognisance of Gauteng Citizens' digital behaviour. Integrated communication approach - utilising various Digital & Social Media platforms <p>Required Activities:</p> <ul style="list-style-type: none"> Design a creative concept for each identified campaign; Design graphics, Artwork and multimedia linked to the creative concept for each campaign; Design digital posters, pamphlets, leaflets and other online content; Design posts on educational content, quizzes, conversations or a hybrid posted WhatsApp, Face book, Twitter, Tiktok, E-mail platforms, Wi-Fi platforms and Instagram; Work with CoGTA Communications to Identify and partner with social media 'Micro-Influencers' for identified campaigns; E- mobilisation of participation in the campaigns; Buy digital media space for CoGTA in alignment with the CoGTA and Provincial strategy; Interpret digital briefs and provide strategic input for campaigns;

		<ul style="list-style-type: none">Review of the best and up-to date digital trends and propose the application of those for increased awareness of CoGTA’s campaigns;Collaborate with the owners of digital media platforms to provide services to CoGTA to complement any existing campaigns and ensure 360-degree integration;Monitoring and reporting on performance of all platforms and campaigns; <p>Digital content management</p> <ul style="list-style-type: none">Create content that resonates with Gauteng Citizens.Develop and create a 6-part mini democracy education series for broadcasting on radio and social media platformsMake it easy and interesting to follow campaign content.Produce website articles to position CoGTA campaigns, in consultation with the communications department.Produce relevant multimedia content for CoGTA campaigns including messaging, creative design, graphics, video, audio and animations.Effect any urgent content changes on the digital platforms required within 24(twenty-four) hours of receipt of notification;Provide on-site resource/platform update for select CoGTA campaigns.Campaign origination and implementation.												
m	Social Media	<p>Digital Platform Specifications:</p> <table><tr><th>Platform</th><th>Role</th><th>Tactics</th><th>Frequency</th></tr><tr><td>Facebook</td><td>Utilise the CoGTA Facebook page as a content hub to drive educational messaging on key</td><td>Production of: Branded posts Facebook Live</td><td>2 posts weekly (organic)</td></tr><tr><td></td><td>campaigns. Utilise organic posts and paid amplification.</td><td>Facebook events (aligned to website calendar)</td><td></td></tr></table>	Platform	Role	Tactics	Frequency	Facebook	Utilise the CoGTA Facebook page as a content hub to drive educational messaging on key	Production of: Branded posts Facebook Live	2 posts weekly (organic)		campaigns. Utilise organic posts and paid amplification.	Facebook events (aligned to website calendar)	
Platform	Role	Tactics	Frequency											
Facebook	Utilise the CoGTA Facebook page as a content hub to drive educational messaging on key	Production of: Branded posts Facebook Live	2 posts weekly (organic)											
	campaigns. Utilise organic posts and paid amplification.	Facebook events (aligned to website calendar)												

				Interactive community posts	
		WhatsApp	Use as an information and content sharing hub	Sending out links and messages to Stakeholders	2 posts weekly(organic) 2x monthly sponsored posts
		SMS	Utilise for message distribution to Stakeholders	Sending out message to Stakeholders	1 message per week for 16 weeks
		Twitter	Utilise Twitter for debates and for daily education posts. Further use the platform to interact with Facebook content	1.Incorporating relevant hashtags 2.Live tweeting 3.Using Twitter polls for engagement within the community 4.Facilitating conversations	2 posts weekly (organic) 2 x monthly sponsored posts
		TikTok	Utilise TikTok for periodic educational posts and mini-series promotion and interaction.	Production of TikTok (6-8 parts mini-series/ relevant) and	1x weekly mini-series post. 2x impact statement
				impact statement videos.	videos.
		Instagram	Produce visual content using images	Production of:	2 posts weekly (Organic)

			as well as video stories and other Instagram capabilities	1.Instagram stories and highlights 2.Branded event posts IGTV	2x monthly sponsored
		E-mail	Produce educational and informational content using images, write-ups, digital posters, leaflets, pamphlets, etc.	Production of: 1.Digital pamphlets 2.Digital posters 3.Digital graphics 4.Solid content-driven pages	6 X Monthly renderings to be disseminated via E-mail platforms
		'Free' Wi-Fi	1.Buy advertising space to show users advert/posters/videos before logging into free Wi-Fi access points in 5 Municipal regions of Gauteng. 2.The access points to have a minimum reach of 700 000 People. (Average per months = 78,000) 3. Provide diversified reach and coverage through the access points.	Production of: 1. Digital pamphlets 2.Digital posters 3.Digital graphics 4.Solid content-driven pages	Provide access of 250mb data voucher, at all Municipal Service Centres and access points in 5 Municipal regions of Gauteng.
		Videography and Photography			

		<p>Required per session/ campaign:</p> <p>Capture quality photos and videos of key interventions and events during CoGTA campaigns, utilising various digital photographic equipment, including enhancing software. Edit videos and photographs to suit project objectives and collaboration with the Social Media Influencers to achieve CoGTA's assigned objective</p> <p>Provide video and photography coverage services (including photos for social media).</p> <ul style="list-style-type: none"> - Photo & video capturing - Select and edit photos - Distribute and deliver event photos - Capture meta-data <p>Livestreaming services:</p> <p>Capture and live stream all campaigns on the different social media platforms, inclusive of the Departmental You-Tube page.</p>
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4. PROJECT AND CONTRACT PERIOD

The contract will take place for 7 Months after the conclusion of the Service Level Agreement with the appointed service provider.

5. RESPONSIBILITIES OF COGTA

a. CoGTA agrees and undertakes, within reasonable time, to:-

- i. provide the Service Provider with any requested information relating to the scope of work and/or the services required to be carried out;
- ii. upon request, provide the Service Provider with reasonable access to other information which pertains to CoGTA's Stakeholders;
- iii. attend and/or execute decisions and approvals which are reasonably required so as not to delay or impede the rendering of services; and
- iv. notify the Service Provider of any issues, disputes, or concerns with respect to the Services.

6. RESPONSIBILITIES OF THE SERVICE PROVIDER

- (a) The Services Provider should agree and undertake to:-

- i. render the services in a high-quality manner to CoGTA, and always carry out its duties in a diligent and prudent manner, in accordance with the Agreement.
- ii. always act in the best interest of CoGTA in performing the services;
- iii. ensure that it complies with all lawful instructions of CoGTA and the Municipalities regionally.
- iv. maintain strict confidentiality in respect of the services and its dealings with CoGTA, and not disclose any information to anyone without the CoGTA's written consent.
- v. perform services in accordance with the agreed timelines and attend to the scope of work expeditiously and efficiently.
- vi. refrain from making statements or acting in a manner which could cause prejudice to CoGTA.
- vii. ensure that it keeps the costs and expenses within limits stated in the agreement and may not exceed the budget without CoGTA's prior written consent.
- viii. do all such things as may be necessary in connection with the rendering of the services.

7. MONITORING PROGRESS OF ASSIGNMENTS

- On completion of each event, the events management service provider shall develop a close out report to the Stakeholder Liaison Directorate.
- At the end of the contract the events management company should compile all reports and develop a comprehensive report to be handed to the Director: Stakeholder Liaison.
- On a monthly basis, the service provider shall prepare a report to the Director: Stakeholder Liaison regarding any engagement underway, the progress against plan, including significant findings and administrative matters.

8. REPORTING REQUIREMENTS:

- i. The structure of the report is to be as follows: -
- ii. Introduction;
- iii. Event objective and scope;
- iv. Background;
- v. Executive summary, highlighting significant findings;
- vi. Findings, challenges/ risks & mitigations / recommendations and management responses (including implementation dates); and
- vii. Conclusion;

9. Response Time:

- Understands the importance of time-management with regards to responding to customers.
- Displays effective time-management skills.
- Sets realistic expectations by communicating delays and informing customers of what to expect in terms of response time.
- Understands how responsiveness relates to the overall customer experience.

10. TENDER VALIDITY PERIOD

Please note that the price offer to be valid for 120 days from the date of closing.

11. PRICING INSTRUCTION

- Bidders' pricing should include all the items specified in the Terms of References
- Price per unit to be indicated below

Item	Quantity/ Frequency	Cost per Unit or Event	Total
Venue and Facilities	Community halls – and/or Inner city/town venues	- R	
T-Shirts	1500 (sizes to be required are S- 200 M- 300 L- 300 XL- 300 XXL- 200 XXXL- 200 (Bidders to cost per size above)	R	
Caps	750	R	
Brimmed hats	750	R	
Catering	250 x 30 campaigns		
	Breakfast per person –	R	
	Lunch per person-	R	
Transport	40 per region for 30 campaigns	R	
Sound system (per event)	▪ PA System with reach of 250 People	R	

	<ul style="list-style-type: none"> ▪ 2-4 speakers depending on the venue ▪ 2 roving mics ▪ 2 portable mics 	R R R	
Audio Visual (per event)	<ul style="list-style-type: none"> ▪ LED screen and projector ▪ LED screen control cabling and miscellaneous AV distribution and control ▪ Generator in case of loadshedding 	R R R	
Ablution facilities	2 VIP Mobile toilets His & Hers x 30 campaigns	R	
Gigrigs	<ul style="list-style-type: none"> - 1 X Gig-Rig Trucks as and when required - 1 x 4-ton Trucks (Branded with departmental branding) 	R R	
Loudhailers	X15 3 per region	R	
Branding	20x Pull-up banners 10x Media Banners 20x Telescopic banners	R R R	
Digital Media Strategy	Global Price Structure	Global Price Structure	R
Social Media	Facebook posts= 68 t WhatsApp= 68 SMS's= 34 times Twitter posts=68 Tik tok= 34 Instagram posts= 68	Global Price Structure	R
	Emails= 50		
Total Price			R

12. MANDATORY CRITERIA

Administrative Compliance (Mandatory Returnable Documents)

- Bidders who intend to respond to the tender invitation **must** attend the compulsory briefing session and ensure that they sign the attendance register;
- Bidders must complete, sign and submit all Standard Bid Documents, SBD 1,3.3,4, 6.1 and 6.2 with Annexure C (The use of correction fluid (tippex) when correcting errors on SBDs is prohibited; strike through the error, correct it and initial the corrections);
- Bid Documents should bear the original signature of an authorised person (Proof of Authority must be submitted e.g., Company Resolution); electronic submissions will not be accepted.
- In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium, should be attached and notarised by an attorney;
- If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted **must** be clearly indicated in the contract;
- Certificate of Acceptance Issued by Local Municipality/ Health Certificate
- Public Liability Insurance to the value of R2, 000,000.00
- Proposals submitted after the stipulated closing time and date will not be accepted.

Note Failure to comply with mandatory compliance requirements stated above will result in the bidder's submission being disqualified.

13. DOCUMENTS REQUIRED TO BE POINTS IN TERMS OF PPR, 2022

SUBMITTED IN ORDER TO CLAIM PREFERENCE

- Copy of Central Supplier Database (CSD)
- Copies of the company registration documents (CIPC)
- Certified copies of Directors/ Shareholders' IDs / Share Certificate (s)
- Proof of Disability (Medical Certificate by Medical Practitioner with practice number)
- Proof of address/Municipal Statement of Account/Copy of the Lease Agreement if you are not the owner

Evaluation Criteria	Number of Points
100 % Black Owned Enterprise	5
100 % Women Owned Enterprise	10
100 % People with Disabilities Owned Enterprise	2.5
Enterprise located in Gauteng Province	2.5
Total Preference points based on Specific and RDP Goals	20

Note Failure to submit the above documents will result in bidders not claiming preference points.

14. ADDITIONAL DOCUMENTATION

The below listed documents are necessary for vetting purposes and should be included in bids.

- In order to verify the tax status of bidders, bidders are required to submit their "Tax Compliance Status Pin". (Joint ventures/consortium must submit a valid Tax Compliance Status Pin" for all parties to a Joint Venture/Consortium).
- Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached).
- Latest Audited Annual Financial Statement/ letter from accountant for new or dormant entities
- Detailed company profile

15. FUNCTIONALITY EVALUATION/TECHNICAL EVALUATION

Responsive Bids will be evaluated for functionality. The technical evaluation criteria below will be applied to further shortlist responsive bids.

Value Metrics Applied: 0= No Documents/Information provided, 1= Poor, 2= Average, 3= Good, 4= Very Good and 5= Excellent

16. TECHNICAL EVALUATION CRITERIA

All bids duly lodged will be evaluated on functionality. The bid will be evaluated on functionality and bidders require a minimum of 70 points for functionality. The evaluation criteria and points for measuring functionality are indicated below:

FUNCTIONALITY ITEM	FUNCTIONALITY BREAKDOWN	WEIGHTS	MAXIMUM POSSIBLE POINTS
Company Experience (40)	Provide a list of previous events management conducted that capture the following details: <ul style="list-style-type: none"> • Name of project • Description of services provided (aligned to this project) • Budget • Period • Contact person <p>List to be accompanied by signed reference letters not older than five years on events management.</p>	10	50

	<p>The signed reference letter must meet the following elements:</p> <ul style="list-style-type: none"> • be in the name of the bidder, • on the clients' letterhead, • have project description, • budget reflected, • stating the service was satisfactory and the reference must be contactable. <p><i>List with 3 reference letters= 5</i> <i>List with 2 reference letters= 4</i> <i>List with 1 reference letter= 3</i> <i>No list/No reference letters with required elements = 0</i></p>		
	<p>Venue and Facilities (inclusive of ablution facilities)</p> <p>Provide signed reference letters of projects in which the company has provided or secured venue and facilities as services. The reference letter must meet the following elements: be in the name of the bidder, on the clients' letterhead, have a project description and project date.</p> <p><i>5 reference letters= 5</i> <i>4 reference letters= 4</i> <i>3 reference letters= 3</i> <i>2 reference letters= 2</i> <i>1 reference letter= 1</i> <i>No reference letter/criteria not met = 0</i></p>	5	25
	<p>Catering</p> <p>Provide signed reference letters of evidence of proving / securing catering services accompanied by a health certificate of the caterer. The reference letter must meet the following elements: be in the name of the bidder, on the clients' letterhead, have project description and project date.</p>	5	25
	<p><i>5 reference letters= 5</i> <i>4 reference letters= 4</i> <i>3 reference letters= 3</i> <i>2 reference letters= 2</i> <i>1 reference letter= 1</i> <i>No reference letter/criteria not met = 0</i></p>		

	<p>Provision of Transportation</p> <p>Provide signed reference letters of evidence of providing/securing transport services for a minimum of 30 people per event.</p> <p><i>5 reference letters= 5</i> <i>4 reference letters= 4</i> <i>3 reference letters= 3</i> <i>2 reference letters= 2</i> <i>1 reference letter= 1</i> <i>No reference letter/criteria not met = 0</i></p>	5	25
	<p>Provide sound system and audio-visual services</p> <p>Provide signed reference letters of provision/ securing of sound system and audio-visual services inclusive of technical support on the day.</p> <p><i>5 reference letters= 5</i> <i>4 reference letters= 4</i> <i>3 reference letters= 3</i> <i>2 reference letters= 2</i> <i>1 reference letter= 1</i> <i>No reference letter/criteria not met = 0</i></p>	5	25
	<p>Provision of T-Shirts, Caps and Branding</p> <p>Provide portfolio of evidence in providing/ securing events apparel and branding for an event. Apparel should include shirts, caps and branding aligned to the project.</p> <p><i>1 of each item stated above</i></p> <p><i>5 projects = 5</i> <i>4 projects = 4</i> <i>3 projects = 3</i></p>	5	25
	<p><i>2 projects = 2</i> <i>1 project = 1</i> <i>No portfolio/portfolio not meeting criteria = 0</i></p>		

	<p>Gig-rig</p> <p>Provide signed reference letters for events management with Gig-Rig provided/ secured at previous events.</p> <p><i>5 reference letters and a picture of a Gig-Rig = 5</i> <i>4 reference letters and a picture of a Gig-Rig = 4</i> <i>3 reference letters and a picture of a Gig-Rig = 3</i> <i>2 reference letters and a picture of a Gig-Rig = 2</i> <i>1 reference letter and a picture of a Gig-Rig = 1</i> <i>No reference letter/pictures criteria not met = 0</i></p>	5	25
Methodology (30)	<p>Events Management Plan:</p> <ul style="list-style-type: none"> • Provide a plan/ floor plan that details venue set up inclusive of stage set up for a facility with a minimum capacity of 250. • Provide a catering plan inclusive of distribution of foods for both warm meals and packed lunches for a minimum of 250 people. • Provide a transport plan that includes type of transport, pick up points and routes for collection. • Provide a plan detailing community mobilisation plan and utilisation of the gig-rig. Provide route to be travelled by the gig-rig, consider strategic areas. 	10	50
	<p><i>Methodology that includes all four (4) proposed plans as per the requirements indicated above = 5</i> <i>Methodology that includes three (3) proposed plans as per the requirements indicated above = 4</i></p>		

	<p><i>Methodology that includes two (2) proposed plans as per the requirements indicated above = 3</i> <i>Methodology that includes one (1) proposed plans as per the requirements indicated above = 2</i> <i>No methodology/ methodology not meeting criteria = 0</i></p> <p>The methodology must include:</p> <ul style="list-style-type: none"> - proposed platforms for Physical and e-engagement of minimum 200 participants, - security considerations, - proposed human resource allocation, - budget and - activities <p>Proposed methodology that include all five (5) elements= 5 Proposed methodology that include four (4) elements= 4 Proposed methodology that include three (3) elements= 3 Proposed methodology that include two (2) elements= 2 Proposed methodology that include one (1) element= 1 Methodology that include no element = 0</p> <p><i>N:B “Points will be forfeited if plans don’t align to the requirements”</i></p>	5	25
	<p>Digital Media Plan:</p> <p>Production and implementation of a Digital Media Strategy and Social Marketing Strategy to drive the Democracy (voter) education and civic awareness campaigns which are</p>	15	75
	<p>implemented and supported by CoGTA and to promote public participation in CoGTA Campaigns (All components to be multi-lingual, inclusive of sign language and braille).</p>		

	<p>Key elements:</p> <ul style="list-style-type: none"> • Cognisance of Gauteng Citizens' digital behaviour. • Integrated communication approach - utilising various Digital & Social Media platforms • Design a creative concept for each identified campaign • Design posts on educational content, quizzes, conversations or a hybrid posted WhatsApp, Face book, Twitter, Tiktok, E-mail platforms, Wi-Fi platforms and Instagram; • Collaborate with the owners of digital media platforms to provide services to CoGTA to complement any existing campaigns and ensure 360-degree integration; • Monitoring and reporting on performance of all platforms and campaigns; • Digital content management • Develop and create a 6-part mini democracy education series for broadcasting on radio and social media platforms • Sign language interpreter and Braille content when required <p>❖ A detailed production and implementation of a Digital Media Strategy and Social Marketing Strategy with all 9 elements outlined as per the requirements indicated above= 5</p>		
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	<ul style="list-style-type: none"> ❖ A detailed production and implementation of a Digital Media Strategy and Social Marketing Strategy with 6-8 elements outlined as per the requirements indicated above= 4 ❖ A detailed production and implementation of a Digital Media Strategy and Social Marketing Strategy with 4-5 elements outlined as per the requirements indicated above = 3 ❖ A detailed production and implementation of a Digital Media Strategy and Social Marketing Strategy with 2-3 elements outlined as per the requirements indicated above = 2 ❖ A detailed production and implementation of a Digital Media Strategy and Social Marketing Strategy with 1-2 elements outlined as per the requirements indicated above = 1 ❖ No Production and implementation of a Digital Media Strategy and Social Marketing Strategy = 0 <p><i>N:B "Points will be forfeited if strategies don't align to the requirements"</i></p>		
Capacity/ Personnel (30)	<p>Project Manager</p> <p>Qualifications: Qualification in Project Management (qualifications must be certified not older than 6 months).</p> <p><i>Degree or more = 5</i> <i>Diploma = 4</i> <i>Any Certificate in related fields = 3</i> <i>No qualification/ qualification not meeting criteria/ qualification not certified = 0</i></p>	10	50

<p>Experience of Project Manager Expertise and experience related to Project management. Provide the CV of the Project Manager detailing project description, duration, and contactable references.</p> <p><i>8 years and above of experience = 5</i> <i>6 to less than 8 years of experience = 4</i> <i>4 to less than 6 years of experience = 3</i> <i>2 to less than 4 years of experience = 2</i> <i>1 to less than 2 year of experience = 1</i> <i>Below 1 year of experience/criteria not met = 0</i></p>	10	50
<p>Project Team Project team expertise (minimum 4 people) indicating the involvement and responsibility of team members and team's experience in project management.</p> <p>Team should consist of the following members with a minimum 3 years' experience in the respective field:</p> <ul style="list-style-type: none"> - Graphic Designer - Content developer - Photographer and Videographer - Administrator <ul style="list-style-type: none"> • CVs of four (4) team members as per guide above= 5 • Less than four (4) CV's / No CV's attached / CV's not meeting the criteria = 0 	10	50
TOTAL FUNCTIONALITY POINTS	100	500
MINIMUM THRESHOLD FOR FUNCTIONALITY	70	350

Scores are allocated according to a value matrix ranging from 0 to 5 of which 0 is the lowest score that can be obtained and 5 the highest. The Maximum Possible points are calculated by multiply the weight of each criteria with the highest score (as per the value matrix) that can be obtained.

The minimum qualifying score for functionality is indicated as a percentage and is calculated as follows:

- a) The score for each criterion is added to obtain the total score; and
- b) The following formula is applied to convert the total score to a percentage for functionality:

So

$$Ps = Ms \times 100$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bid under consideration

Ms = Maximum possible score

The percentage of each panel member is added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

17. PREFERENTIAL PROCUREMENT SYSTEM

In terms of regulation 4 (1) and (2) of the Preferential Procurement Regulation 2022 responsive bids will be evaluated and adjudicated by the state in terms of the 80/20-point system. Shortlisted bid(s) will be allocated 80 points (maximum possible score) if the competitive price of the acceptable bid(s) is/ are the lowest and 20 points (maximum possible score) to a tenderer for the specific goals specified for the tender and the points will be added to the points scored for price and the total will be rounded off to the nearest two decimal place, subject to section 2(1)(f) of the Act.

The following formula will be used to calculate the points for price:

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to a bidder for attaining highest specific goals and RDP Goals in accordance with below identified goals by the department:

- Persons or categories of historically disadvantaged persons based on gender, race, disability, and;
- RDP Goals as (published in Government Gazette No: 16085 dated 23 November 1994);

- (i) The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;

18. THE PRICES WILL BE EVALUATED IN TERMS OF 80/20 PRINCIPLE, SPECIFIC GOALS AND RDP GOALS.

Evaluation Criteria	Number of Points
100 % Black Owned Enterprise	5
100 % Women Owned Enterprise	10
100 % Persons with Disabilities (PwD) Owned Enterprise	2.5
Enterprise located in Gauteng Province	2.5
Total Preference points based on Specific and RDP Goals	20

Note: The total points (out of 100) for the various bidders will be calculated by adding the points for price (out of 80) and the points for Specific Goals and RDP Goals (out of 20).

19. CONTACT DETAILS

All enquiries should be directed via electronic mail. The project manager should be contacted for enquiries related to the terms of reference/specifications. Tender administrative enquiries should be directed to tender administrators.

Project Manager: Crezelda Venter crezelda.venter@gauteng.gov.za	Tender Administrators: Phumzile Malgas Phumzile.malgas@gauteng.gov.za Mahlatse Madiba Mahlatse.madiba@gauteng.gov.za
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20. TENDER DOCUMENT DELIVERY ADDRESS

Bids should be delivered in the tender box at the address provided below. All Bids should be bonded and sealed in an envelope. The envelope should be clearly marked with the tender number and description.

**Provincial Disaster Management Centre
Riverview Office Park, 11 Janadel Avenue
Midrand**

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

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

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

2. Application	<p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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.</p> <p>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</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
6. Patent rights	<p>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.</p>
7. Performance security	<p>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.</p>

- 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.

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>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.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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.