

TERMS OF REFERENCE

BID REFERENCE NUMBER: CAS02/2025-26: TO INVITE SERVICE PROVIDERS FOR THE PROVISION OF ATTIRE FOR THE MOD CENTRES THAT FORM PART OF THE JOINT WESTERN CAPE PROVINCIAL SPORT CONFEDERATION (WCPSC) AND DEPARTMENT OF CULTURAL AFFAIRS AND SPORT (DCAS) IMPLEMENTATION STRATEGY AT THE ACTIVITY CENTRES

1. INTRODUCTION

- 1.1 The Mass Participation, Opportunity and Access, Development and Growth (MOD) Programme is a flagship initiative of the Department of Cultural Affairs and Sport (DCAS) aimed at providing structured, inclusive, and safe after-school programmes in sport, arts, and culture. The programme addresses socio-economic challenges by engaging school-going learners in positive, developmental activities that promote wellbeing, safety, and opportunity creation. MOD Centres serve as community hubs where learners can develop physically, emotionally, and socially while accessing pathways to further education, employment, and participation.
- 1.2 Coaches and programme staff are the face of the MOD Programme in schools and communities. Providing standardised branded attire enhances professionalism, safety, and visibility while promoting dignity and unity among staff. This contributes to the overall image and credibility of the programme and supports the DCAS commitment to dignified work and service excellence.

2. OBJECTIVE OF PROCUREMENT

- 2.1 To procure and distribute standardised, branded attire for MOD facilitators and participants that reinforces professional identity, visibility, and safety during programme delivery and events.
- 2.2 Purpose and Outcomes:
- Promote professionalism and dignity among coaches as role models within their communities.
 - Improve visibility and safety during all after-school sessions and provincial events.
 - Foster a sense of unity and belonging among staff and participants.
 - Align attire design and branding with DCAS and Western Cape Government visual identity standards.

3. REQUIREMENTS

- 3.1 The Department is requesting suitable bidders to submit bid proposals for the provisioning of branding as per the attached **Annexure A**.
- 3.2 The branding must be provided in accordance with the specifications indicated in the attached **Annexure A**.
- 3.3 All artwork will be provided, and the following must be noted in respect thereof:
- 3.3.1 All artwork and fabric colours must be aligned to the Western Cape Government Corporate Identity guidelines.
- 3.3.2 Artwork will be provided within 48hrs (two working days) of conclusion of the compulsory briefing session.
- 3.3.3 All compliant bidders must provide mock-ups/examples/proofs for approval upon request.
- 3.4 Delivery must take place no later than 28 February 2026.

4. BID CONDITIONS

- 4.1 All bids are subject to the General Conditions of Contract (GCC) of Government.
- 4.2 Bid documents will only be considered if received by the Department before the closing date and time.
- 4.3 Late bids will not be accepted.
- 4.3.1 Please note:
- (a) It is the bidder's responsibility to ensure that all the required documents of the bid are submitted;
 - (b) Bidders are required to complete the checklist (bid documents) as outlined in the paragraph 6 and submit it with their bids. All the information listed on the bid document checklist must be included in the bid.
 - (c) No correspondence will be entered into regarding non submission/attachment of required documents. Failure to submit the required documents, at bid closure, will render the bid non-responsive.
- 4.4 The Department is not bound to accept any of the proposals submitted.
- 4.5 All bids submitted must remain valid for **90 days** from date of bid closure.
- 4.6 Where the service provider will be insourcing/subcontracting resources, this must be clearly indicated in the bid document. Bidders intending to insource/subcontract must disclose such information on their WCBD 6.1 form and provide the sub-contractors information. (Please refer to paragraphs 5.9, 5.10 and 8 of the WCBD 6.1 form).
- 4.7 B-BBEE Certificate/Sworn Affidavit and Central Supplier Database (CSD) Report of the insourcing/subcontracting resource/s must be submitted as part of the bid documents, along with the requirements of the main resources.
- 4.8 Service level agreement
- 4.8.1 It is a condition of the contract that the successful bidder must enter into a Service Level Agreement (SLA) with the Department that specifies agreed key performance indicators, along with an indication on how the bidder's performance will be monitored, assessed, measured, and reported on.
- 4.8.2 DCAS will review the successful bidder's performance in line with the contract and the SLA entered between all parties.
- 4.8.3 The successful bidder's performance is to be monitored and discussed as required at a date and venue as agreed upon by the parties.
- 4.8.4 Any inconsistencies in terms of the SLA must be remedied within a reasonable timeframe.
- 4.9 Confidentiality
- 4.9.1 The successful bidder must ensure confidentiality in respect of all services rendered to DCAS, including but not limited to:
- (a) documents provided to perform a specific task;
 - (b) discussions in meetings or otherwise; and
 - (c) all other information of which the bidder is aware of.
- 4.10 Samples
- 4.10.1 Samples requested after bid award: Samples of the branding will be requested from the successful bidder(s) before final delivery. Bidders must be willing to do reverts on the samples if requested. Manufacturing must commence only once the samples have been approved by the Department. No deviations from the approved samples are allowed.

4.10.2 The Department also reserves the right to do site inspections and prospective bidders / the successful bidders must be prepared to allow access for such inspections during evaluation and/or after the award of the bid.

5. BID PROPOSALS

5.1 Bid proposals must be submitted by closing time (as indicated on the WCBD 1 form) to be considered. No late bid submission, for whatever reason, will be considered and such submission will be returned unopened (where practical) to the bidder.

5.2 Bid proposals must include the following:

5.3 Proof by prospective bidders that their tax matters are in order, or that they are in arrangement with SARS to bring it in order at time of bid closure. Proposals not complying with this condition can be considered non-responsive and can be disqualified.

5.4 All Western Cape Bidding Documents (WCBD) attached to this bid invitation must be completed and submitted with your proposal. The applicable WCBD forms for this bid are:

(i) WCBD 1 (Invitation to Bid), duly completed. Please note that this form must be signed by a duly authorized representative of the company submitting bids.

(ii) WCBD 3.1 (Pricing schedule: firm prices), duly completed. Please also use the detailed pricing schedule as per the Annexures to cost your proposal.

(iii) WCBD 4 (Declaration of Interest), duly completed and signed.

(iv) WCBD 6.1 (Preference Points Claim Form), duly completed and signed. If preference points are claimed, an original or a valid certified copy of the original B-BBEE status level verification certificate **or** original B-BBEE affidavit (whichever is applicable) should also be submitted.

6. CENTRAL SUPPLIER DATABASE

6.1 Bidders must be duly registered on the Central Supplier Database (CSD). Failure to be actively registered on the CSD will result in the disqualification of the bid.

6.2 If you wish to apply for Central Supplier Database (CSD) registration, suppliers must self-register via www.csd.gov.za.

6.3 Bidders are also required to submit the latest CSD registration summary report, at bid closure. Bidders must ensure that their tax information on the CSD is up-to-date and must submit a valid tax compliance status PIN to the Department for verification purposes.

6.4 The bidders should furthermore note that the CSD will be utilised to confirm compliance to tax and other related matters, and it is therefore the bidder's responsibility to ensure compliance in all respects.

6.5 Prospective bidders are also encouraged to register on the Western Cape Supplier Evidence Bank (WCSEB) as this database is currently utilised as a repository for all compliance documents that are required for audit purposes. The CSD is not providing this repository service.

6.6 Prices must include delivery costs and VAT. Delivery will be at various locations within the Western Cape. Cost of delivery, if any, must be detailed separately in the costing.

7. JOINT VENTURES, CONSORTIUMS AND TRUSTS

- 7.1 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, certificate.
- 7.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. Provincial Treasury will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 7.4 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

8. BID EVALUATION

The bids will be evaluated and adjudicated in two phases, namely:

8.1 Phase 1: Compliance Evaluation

These Specifications prescribe several requirements to be met by prospective bidders. Failing to comply with these requirements may render bids invalid and bidders can thus be disqualified in this phase.

The table below is provided to assist service providers to ensure the completeness of submissions. All requirements indicated in the table must be adhered to.

Origin: Paragraph	Requirement	Checked	
		YES	NO
4.1	GCC & TOR: General Conditions of Contract (GCC) & Terms of reference/Specification <i>Initial each page</i>		
4.5	The Department requires the proposal to be valid for 90 days from date of closure.		
4.10	<u>Samples:</u> <ul style="list-style-type: none"> All compliant bidders must provide mock-ups/examples/proofs for approval upon request. Samples of the branding will be requested from the successful bidder(s) before final delivery. 		
5.3	Bid proposals must include proof by prospective bidders that their tax matters are in order, or that they are in arrangement with SARS to bring it in order at time of bid closure.		
5.4 (i)	WCBD 1 (Invitation to Bid) must be duly completed and signed by a duly authorized representative of the company submitting bids.		
5.4 (ii)	WCBD 3.1 (Pricing schedule: firm prices) must be duly completed.		
5.4 (iii)	WCBD 4 (Declaration of Interest) must be duly completed and signed.		
5.4 (iv)	WCBD 6.1 (Preference Points Claim Form) must be duly completed and signed. If preference points are claimed, an original valid B-BBEE status level verification certificate or affidavit (or certified copy thereof) should also be submitted.		
6	Duly registered on the National Treasury's Central Supplier Database (CSD). Provide for CSD Registration/Summary Report		
6.5	Prospective bidders are also encouraged to register on the Western Cape Supplier Evidence Bank (WCSEB) if not already registered.		
6.6	Prices must include delivery costs and VAT. Delivery will be at various locations within the Western Cape. Cost of delivery, if any, must be detailed separately in the costing		
10	Attendance of a Compulsory Briefing Session		

8.2 Phase 2: Final Price Evaluation (Price and Preference Points (B-BBEEE status level))

- 8.2.1 This bid is subject to the Preferential Procurement Regulations 2022. Bids that passed Phase 1 will be evaluated in accordance with the preference points system as indicated in paragraph 2.2(a) of the attached WCBD 6.1 form.
- 8.2.2 The bid will be awarded to the bidder scoring the highest points based on the price and B-BBEE points allocated.
- 8.2.3 The Department reserves the right to adjudicate this bid to more than one bidder. Prospective bidders are, however, requested to submit proposals for all items.
- 8.2.4 The Department reserves the right not to award this bid.
- 8.2.5 The Department reserves the right to negotiate with the shortlisted bidders prior to the award and with the successful bidder, post award, based on market conditions.
- 8.2.6 The onus is on the bidder to ensure that all costs are included. There will be no hidden costs. Any cost not disclosed will not be considered during evaluation, award and post award phases.

9. CLOSING DATE

This bid will close on 5 December 2025 at 11:00am. Completed proposals must be dropped into the bid box situated on the Ground Floor, Protea Assurance Building, Greenmarket Square, Cape Town.

10. COMPULSORY BRIEFING SESSION

- 10.1 A compulsory briefing session will be held as follows:

Place: 4th Floor Boardroom, Protea Assurance Building, Greenmarket Square, Cape Town, 8000

Date: Friday, 14 November 2025

Time: 11:00 AM

Contact Person: Marlene Petersen

Contact Number: 021 483 9651

- 10.2 The Department is very conscious of its carbon footprint and endeavours to drastically reduce the printing of bid documents. Prospective bidders are thus encouraged to register their intention to attend this briefing session with Mrs Marlene Petersen.
- 10.3 He will provide you with an electronic copy of the bid documents affording you the opportunity to study the documents before the briefing session.
- 10.4 There will be no copies of bid documents available at the briefing session. Therefore, all prospective bidders who did not register their attendance will be provided with such documents electronically after the briefing session.

11. BIDDING FORMS / BIDDING ENQUIRIES:

Mr Zolisa Nomandla, telephone (021) 483-9835, Directorate Financial Management, Private Bag X9067, Cape Town, 8000, Protea Assurance House, 6th Floor, Greenmarket Square, Cape Town, 8001. E-mail: Zolisa.Nomandla@westerncape.gov.za

12. SPECIFICATION ENQUIRIES:

Ms. Marlene Petersen
Directorate Sport Development
021 483 9651

Marlene.Petersen@westerncape.gov.za

Protea Assurance House, 4th Floor, Greenmarket Square, Cape Town, 8001
