



MMABANA ARTS, CULTURE AND SPORT FOUNDATION

TENDER DESCRIPTION:	EXPRESSION OF INTEREST AND APPOINTMENT OF A SERVICE PROVIDER AS EVENT MANAGEMENT FOR MMABANA ARTS, CULTURE AND SPORT FOUNDATION FOR THE TAUNG CULTURAL CALABASH EVENT FOR THE YEAR 2022/2023
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TENDER NUMBER: MACSF 01- 2022/23

NAME OF BIDDER: .....

CSD NUMBER: .....

VENDOR NUMBER (WHERE APPLICABLE) .....

BID CLOSING DATE: 02 SEPTEMBER 2022



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101 Dr James Moroka Drive  
Mmabatho, 2735  
North West RSA

### MMABANA ARTS, CULTURE AND SPORT FOUNDATION

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Contact person	Compulsory briefing session	Closing date
MACSF 01-2022/23	EXPRESSION OF INTEREST AND APPOINTMENT OF A SERVICE PROVIDER AS EVENT MANAGEMENT FOR MMABANA ARTS, CULTURE AND SPORT FOUNDATION FOR THE TAUNG CULTURAL CALABASH EVENT FOR THE YEAR 2022/2023	<ul style="list-style-type: none"><li>Technical enquiries: Mr Tshepiso Konopi (082 880 5128 or <a href="mailto:konopit@mmabana.org.za">konopit@mmabana.org.za</a>)</li><li>Supply chain enquiries: Mr Mandla Twala (066 189 9515 or <a href="mailto:mtwala@mmabana.org.za">mtwala@mmabana.org.za</a>).</li></ul>	NO	DATE: FRIDAY, 02 SEPTEMBER 2022

THE DOCUMENT IS DOWNLOADABLE ON THE MMABANA ARTS, CULTURE AND SPORT FOUNDATION WEBSITE ([www.mmabana.org.za](http://www.mmabana.org.za)) and on the E-tender portal documents will be free.

Each bid shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:

101 Dr James Moroka Drive, Mmabatho, 2735

Documents must be deposited in the bid box not later than **10:00AM on 02 September 2022**

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Mr Tshepiso Konopi (082 880 5128 or [konopit@mmabana.org.za](mailto:konopit@mmabana.org.za)).
- Supply chain enquiries: Mr Mandla Twala (066 189 9515 or [mtwala@mmabana.org.za](mailto:mtwala@mmabana.org.za)).

**Bids will remain valid for a period of 90 days after the closing date.**

Bids received after the closing date and time will not be considered. The foundation does not bind itself to accept the lowest or any other bid in whole or in part.



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## INDEX

	Details	Document	Page
1.	Critical information on disqualifications		4
2.	Certificate of authority for signatory		5 - 7
3.	Scope of work/ Terms of reference		8
4.	Pricing schedule		12
5.	Invitation to bid	SBD 1	13
6.	Pricing schedule: Firm prices (purchases)	SBD 3.1	14
8.	Declaration of interest	SBD 4	17
9.	Preference points claimed form	SBD 6.1	21
<b>LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF THE BID DOCUMENT</b>			
	SBD 1		
	SBD 3.1		
	SBD 4		
	SBD 6.1		
	BBBEE certificate/ Sworn Affidavit		
	Briefing Certificate		
	Implementation Plan with Cost Break down		

## 1. CRITICAL INFORMATION ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette 22549*, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted.
2. If the bid document is completed using a pencil. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialling next to the amended rates or information. However; in cases where the total amount (aggregated) has not been affected, the bid will still be acceptable.
5. In the event of the use of correction fluid (e.g. tippex), any erasable ink, or any erasable writing instrument (e.g. pencil) on sections affecting the evaluation process of the bid.
6. If the Bid has not been properly signed by a person having the authority to do so. (Refer to Declaration).
7. The bid has been submitted after the relevant closing date and time.
8. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
  - i. who is in the service of the state;
  - ii. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
  - iii. who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
9. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
10. Bid offers will be rejected if the bidder has abused the Mmabana Arts Culture and Sport Foundation supply chain management system.
11. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.
12. If the bidder has failed to submit ALL required documents as specified on the bid document.
13. No late, faxed, and emailed bids will be considered. Bid received after the closing date and time at the address indicated in the bid documents, will not be accepted for consideration.
14. **Failure to comply with the above will lead to immediate disqualification.**



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## 2. CERTIFICATE OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (complete whichever is applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

### A. COMPANY

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on ..... 20....., Mr/Ms  
..... has been duly authorised to sign all documents in  
connection with Bid Number .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1.** .....

**2.** .....



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## B. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

### Full name of partner

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

We, the undersigned ....., hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid or contract on our behalf.

.....  
**Signature**                      **Signature**                      **Signature**

.....  
**Date**                              **Date**                              **Date**

## C. ONE-PERSON BUSINESS

I, the undersigned, ..... , hereby confirm that I am the sole owner of the business trading as .....

.....  
**Signature**                      **Date**



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#### D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on ..... 20..... at  
....., Mr/Ms ....., whose signature appears below, has  
been duly authorised to sign all documents in connection with Bid Number .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....  
**OF SIGNATORY:** .....

**SIGNATURE**

**WITNESSES: 1.** .....

**2.** .....



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#### E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms ..... , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

**SIGNED ON BEHALF OF THE JOINT VENTURES:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** ..... **AND**

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1.** .....

**2.** .....

### **3. SCOPE OF WORK / TERMS OF REFERENCE**

#### **EXPRESSION OF INTEREST AND APPOINTMENT OF A SERVICE PROVIDER AS EVENT MANAGEMENT FOR MMABANA ARTS, CULTURE AND SPORT FOUNDATION (MACSF) FOR THE CULTURAL CALABASH (TCC) EVENT FOR THE YEAR 2022/2023**

##### **3.1. INTRODUCTION**

In the quest to grow the Arts, Culture, Tourism and Artistic Sports Sector of the Northwest Province, and to contribute significantly to the economy while fostering a more cohesive and united society, MACSF is involved in a plethora of activities and initiatives to stimulate the creative sector, and one such programme is the Taung Cultural Calabash. This programme does not only satisfy the functional/technical objectives, but that it also always contributes to the key strategic outcomes, which include:

- Social Cohesion and Nation building.
- Tourism stimulation through arts, culture, and heritage.
- A productive, diverse, and inclusive Arts, and Culture sector
- A professional, transformed, development focused Arts, and Culture sector

The embodiment and essence of all the work and corporate mission of Mmabana Arts, Culture and Sport Foundation is best captured by its impact statement and outcomes.

##### **3.2. PURPOSE**

Mmabana Arts, Culture and Sport Foundation is intending to appoint service provider/s in event management that would have the ability, capacity, experience, and knowledge to implement and manage the 2022/2023 Taung Cultural Calabash.

###### **3.2.1. Duration of the contract**

The contract period will be for this current financial year 2022/2023 only. The commencement period of the contract will be from the date of the award, till the project close-out report is approved.

##### **3.3. BACKGROUND**

Mmabana, Arts, Culture and Sport Foundation has been implementing the event internally, the extensive demands for event planning and management necessitated the need for an outsourced events management approach.

##### **3.4. SPECIAL CONDITIONS OF CONTRACT**

###### **3.4.1. APPLICABILITY**

- This bid is applicable to MACSF, Contracted Parties, Partners (where applicable),

###### **3.4.2. SOURCE SELECTION**

The following will be implemented as part of quality assurance:

- The appointed service provider will be given at least 14 days' notice before the culmination of an event.
- In cases where dates are available, the company will be informed earlier of the information. It should however be noted that in some urgent cases notification may be at shorter notice.



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- A briefing meeting will be attended with the appointed service provider, for planning, implementation, and reporting
- Continuous liaison between Mmabana Arts, Culture and Sport Foundation and the appointed company will take place on a weekly and sometimes daily basis.
- The appointed company should provide a close-out report with specific details that will be prescribed, eg, job creation.

### **3.5. TASK DESCRIPTIONS RELATING TO TAUNG CULTURAL CALABASH**

<b>ITEM NO</b>	<b>TASKS</b>
The service provider will be expected to plan, conceptualize, organize, implement, and manage event with respect to the following tasks and categories:	
<b>3.5.1</b>	<b>LIAISON</b>
	Contact stakeholder/s and delegated official/s involved in the organizing of the Taung Cultural Calabash.
	Ensure that Mmabana Arts, Culture and Sport Foundation representative/s is constantly informed of planning and that there is close co-operation with the delegated MACSF.
<b>3.5.2</b>	<b>LOGISTICAL REQUIREMENTS</b>
	Provide logistical requirements for TCC event as prescribed in the specification: <ul style="list-style-type: none"> <li>• Stage and Sound (structural Engineer Certificate), generator, Audio-visual Screens, technical riders, crowd control barriers.</li> <li>• Tents / Marquees with a provision deco, flooring, and lighting.</li> <li>• Ablutions (Public and VIP toilets) as per floor plan.</li> <li>• Catering and exhibition space.</li> <li>• Ticket services.</li> <li>• Security</li> <li>• Waste Management</li> <li>• Marketing and PR</li> <li>• Accommodation</li> </ul>
	Ensure the activation of Joint Operation Centers for the event and provide safety certification for all infrastructures erected for the event.
<b>3.5.3</b>	<b>MARKETING AND COMMUNICATIONS</b>
	1.Provision of photographer and a videographer for event, and provision of edited and raw data post the event. 2.The service provider will be required to organize media partnership (Radio, Television and Social platforms) 3.Print media management.
<b>3.5.4</b>	<b>ENTERTAINMENT – ARTIST ENGAGEMENT</b>
	It will be expected of service provider to: <ul style="list-style-type: none"> <li>- co-ordinate the performance line-up_of these artists and groups on the day of the event.</li> <li>- MACSF will approve the final line-up to ensure it is relevant and consistent to the theme of the event.</li> <li>- be the liaison body between Mmabana Arts, Culture and Sport Foundation and the artists before and after the event.</li> <li>- ensure proper transport, accommodation, and catering arrangements.</li> <li>- handle all contracts, bookings, EFT payments and other administrative issues related to the artists performances.</li> </ul>
	It will be required of the appointed company to appoint a stage manager to co-ordinate the performances.

	It will be expected of the service provider to provide all technical requirements to artists as per their technical riders.
3.5.5	<b>EVENTS TO BE ORGANIZED AND MANAGED (GALADINNER &amp; MAIN FESTIVAL)</b>
	The Taung Cultural Calabash in accordance with the SLA.
	Provide a list of proposed theatre and dance productions with synopsis to MACSF for approval within one month after the appointment. Screening and rehearsals of the productions are regarded as an integral part thereof.
	Take charge of all the necessary liaison and programming regarding the TCC Event.
	Source, book, liaise and pay for venues where the Festival and Shows will be held.
3.5.6	<b>SECURITY</b>
	Service provider to work in consultation with delegated minimum information security standard (MISS) official/s responsible for security.
	Attending security meetings organized by JOC
	Ensure that security plans are drafted and distributed to Mmabana Arts, Culture and Sport Foundational representative on time.
	Service provider will be responsible for overall security services, including liaison with law enforcement agencies for the duration of the event.
3.6	<b>CATERING</b>
A	<b>VIP Catering</b>
	Take responsibility for coordinating the catering for a) Artists b) invited guests at Gala Dinner c) JOC members, Police and Traffic Officers on duty d) Officials e) Competition winners
	The service provider should cater for all dietary requirements.
B	<b>Décor</b>
	The service provider should ensure that event is properly decorated with décor arrangements. Décor should fit in with Mmabana Arts, Culture and Sport Foundational Corporate identity manual and overall event look and feel.
3.7	<b>INVITATION AND ACCREDITATION</b>
	Event Management Company will be liaising with Mmabana Arts, Culture and Sport Foundational representatives in terms of accreditation management.
3.8	<b>WASTE MANAGEMENT</b>
	Event Management Company must implement a waste management plan to ensure that the area where the event is held is clean (pre-during-and-post the event)
3.9	<b>INFORMATION / DOCUMENTATION TO BE PROVIDED BY SERVICE PROVIDERS</b>
3.9.1	<b>IMPLIMENTATION PLAN WITH COST BREAK DOWNS</b>
	The event management shall provide a detail cost breakdown of the following:
	The service provider to provide a project implementation plan with specific reference to the to:
	<ul style="list-style-type: none"> <li>• Market and Communication Plan.</li> <li>• Logistic Plan.</li> <li>• Security Plan.</li> <li>• Activity Plan</li> </ul>
	<ul style="list-style-type: none"> <li>- The festival will take place in Taung or any other place to be notified by MACSF.</li> <li>- Multiple venues can be utilized for the implementation of the project.</li> <li>- Expected capacity of 3000 members of the public that will attend and participate during the festival.</li> <li>- Accommodation, transport arrangements and hospitality.</li> </ul>



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	- the event will run over a period of 2 days which will be over a weekend (Friday and Saturday, ie. Opening Gala-Dinner and the main festival).
	- Cost effectiveness should be taken into consideration.
	For the purposes of this bid, interested Event management company should not budget for a period exceeding current fiscal year 2022/2023.
	The service provider should keep record of all work opportunities during the event.



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### PRICING SCHEDULE

Required services – Taung Cultural Calabash				
No.	Items	Qty	Unit cost	Total amount
1.	STAGE AND SOUND			
2.	TENT (BEHIND STAGE FOR ARTISTS)			
3.	MARQUEES AND DÉCOR (FOR VIPS)			
4.	SECURITY AND SPEED FENCING			
5.	ABLUTION FACILITIES			
6.	CATERING SERVICES			
7.	ARTIST MANAGEMENT SERVICES			
8.	OPENING CEREMONY – FASHION SHOW AND ARTS EXHIBITION			
9.	FILM AND PHOTOGRAPHY SERVICES			



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**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	MACSF 01-2022/23	CLOSING DATE:	26 AUGUST 2022	CLOSING TIME:	10H00AM
DESCRIPTION	EXPRESSION OF INTEREST AND APPOINTMENT OF A SERVICE PROVIDER AS EVENT MANAGEMENT FOR MMABANA ARTS, CULTURE AND SPORT FOUNDATION FOR THE TAUNG CULTURAL CABABASH EVENT FOR THE YEAR 2022/2023				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>MMABANA MAFIKENG CENTER</b>					
<b>101 Dr James Moroka Drive, Mmabatho, 2735</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr M. Twala		CONTACT PERSON	Mr T Konopi	
TELEPHONE NUMBER	066 189 9515		TELEPHONE NUMBER	082 880 5128	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	mtwala@mmabana.org.za		E-MAIL ADDRESS	konopit@mmabana.org.za	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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)? ☐ YES  
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES  
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐  
YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES  
☐ 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.**



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**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, 2017, 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:

.....



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SBD 3.1

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

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

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

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- |   |  |                          |
|---|--|--------------------------|
| - | Required by:                                     | .....                    |
| - | At:  | .....                    |
| - | Brand and model                                  | .....                    |
| - | Country of origin                                | .....                    |
| - | Does the offer comply with the specification(s)? | *YES/NO                  |
| - | If not to specification, indicate deviation(s)   | .....                    |
| - | Period required for delivery                     | .....                    |
|   |  | *Delivery: Firm/not firm |
| - | Delivery basis                                   | .....                    |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable



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**SBD4**

**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 interest<sup>1</sup> 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**

---

<sup>1</sup> 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.



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2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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 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.

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<sup>2</sup> 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.



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**North West RSA**

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



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**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:  
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the .....80/20..... preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:  
(a) Price; and  
(b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the BroadBased Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents. (g) **“prices”** includes all applicable taxes less all unconditional discounts; (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:  
**80/20**

$$Ps \square 80 \square 1 \square \frac{Pt \square Pmin \square}{\square Pmin \square}$$

Where

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

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?  
(**Tick applicable box**)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the subcontractor..... iii)  
The B-BBEE status level of the subcontractor.....
- Whether the sub-contractor is an EME or QSE (**Tick applicable box**)  

YES		NO	
-----	--	----	--
- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:



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Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT number:..... registration

8.3 Company registration number:.....

### 8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

### 8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in



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paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....



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## 5. STAGES OF EVALUATION

The bid will be evaluated in five stages.

**Stage 1:** Administrative compliance.

**Stage 2:** Local Content and Production

**Stage 3:** Mandatory/Technical Evaluation

**Stage 4:** Functionality Criteria

**Stage 5:** Preference Point System

### 5.1. ADMINISTRATIVE COMPLIANCE

Bidders shall be evaluated for administrative compliance as required by the MACSF's Supply Chain Management requirements.

**5.2. MANDATORY REQUIREMENTS/TECHNICAL EVALUATION**  
**Failure to submit the mandatory requirements will disqualify bidders.**

ITEMS	MANDATORY
INVITATION TO BID	SBD1
BIDDEFER'S DISCLOSURE	SBD4
PRICING SCHEDULE – FIRM PRICES(PURCHASES)	SBD 3.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERFENTAIL PROCUREMENT REGULATIONS 2017	SBD 6.1
GENERAL CONDITIONS OF CONTRACT	
SWORN AFFIDAVIT / BBBEE CERTIFICATE	
PSIRA CERTIFICATES	
CSD REPORT (not older than 1 Month)	
DETAILED COMPANY PROFILE	

### 5.3. FUNCTIONALITY CRITERIA

The minimum score of 70 points (out of 100) is required to go through to the next stage of the tender. All bidders who fail to meet the said minimum score will be disqualified and will therefore not be considered further for evaluation.

No	CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
1	<b>Company experience and proof of successful delivery in or similar events. (Submit signed reference letters in referees' letterhead) events of this nature</b>		5	20
	1 - 3 references letters	2		
	<b>Or</b> a reference letter stating the number of years you hosted a successful event with a specific entity/ organization (1-3 years)			
	4 - 5 references letters	3		
	<b>Or</b> a reference letter stating the number of years you hosted a successful event with a specific entity/ organization (4-5 years)			
	6 references letters and above	4		
2	<b>Personnel track record in executing events of this nature or similar event management. planning, organizing, and directing the completion of specific projects for an organization while ensuring these projects are on time, on budget, and within scope. Attach CV's.</b>		5	20
	<b>Project Manager</b>			
	1 - 3 years	1		
	3-5years	2		
	<b>Personnel track record in executing events of this nature or similar event management. planning, oversight, and management and coordination of logistics support operations to ensure smooth accomplishment of projects. Logistic Officer</b>			
	1 - 3 years	1		
3	<b>Demonstrated capacity of service provider to perform the service: -</b> Attached Implementation Plan. (Relevant supporting document to each requested implementation plan).			

3.1.1	Detailed marketing and communication implementation plan and budget break down. <ul style="list-style-type: none"><li>• (Provision of photographer and a videographer for event).</li><li>• Organize media partnership (Radio, Television and Social platforms).</li><li>• Manage promotional and advertising tools (streets adverts, posters).</li><li>• Media Briefing.</li></ul>	1	5	35					
3.1.2	Attached SLA or proof of promissory agreement with media house.	1	5						
3.1.3	Detailed activity plan and budget break down. i.e. <table><tr><td>Main Activities</td><td>Start Date</td><td>End Date</td><td>Venue of the event</td><td>output</td></tr></table>	Main Activities	Start Date		End Date	Venue of the event	output	1	10
Main Activities	Start Date	End Date	Venue of the event		output				
3.1.4	Detailed security implementation plan in line with the specification and budget break down. (i.e., as per detailed specification).	1	5						
3.1.5	Attached SLA or promissory agreement with security company/register security company)	1	5						
	Detailed logistical implementation plan and breakdown budget. (i.e., as per detailed specification). <table><tr><td>Main Activities</td><td>Start Date</td><td>End Date</td><td>Estimation</td><td>TOTAL</td></tr></table>	Main Activities	Start Date	End Date	Estimation	TOTAL	1	5	
Main Activities	Start Date	End Date	Estimation	TOTAL					
4	Bank Rating Letter								
	Rating F & G		1	5	25				
	Rating E		2						
	Rating D		3						
	Rating C		4						
	Rating B & A		5						
	TOTAL				100				



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#### **5.4. PREFERENCE POINT SYSTEM**

Preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2017.

- 80 points for price
- 20 points for B-BBEE status (service provider to submit the copy of the B-BBEE level rating certificate).

#### **15. VALIDITY PERIOD**

The validity period for the tender after closure is 90 days.

#### **16. MARKET ANALYSIS**

The Foundation reserves the right to conduct market analysis. Should the Foundation exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, The tenderer will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The foundation further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market- related price, the foundation reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the foundation reserves the right to cancel the tender.



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## 17. CONTRACTUAL ARRANGEMENT

The service provider is required to enter into a Service Level Agreement with MACSF and other MACSF to perform all functions as set out in the project Specification or Terms of Reference.

### Recommended

Duly Signed  
The Chairperson  
Bid Specification Committee

### Supported / Not Supported

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Duly Signed  
Mr. Paul Malatsi  
The Chairperson  
Bid Adjudication Committee

### Approved / Not Approved

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Duly Signed  
Mr. Itumeleng Mogorosi  
Chief Executive Officer (Acting)