



BID NUMBER: LTA001-24/25

Appointment of a Project Management Service Provider to Manage the National Tourism Career Expo for a Period of 3 years (2024-2026)

The following conditions will apply:

- 1) Price offer to be valid for 120 days from the closing date of the bid.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) The bid will be evaluated in terms of the administrative compliance, functionality and the 80/20 preference point system as prescribed in the Preferential Procurement Regulations (2022) and for this purpose the enclosed forms SBD 1, SBD 3.1, SBD 4, & SBD 6.1, must be scrutinized, completed and submitted together with your bid.
- 4) The successful bidder will be the one scoring the highest points in terms of the Preferential Procurement Regulations (2022).

ISSUED BY: THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700 Tel: (015) 293 3600 Fax: (015) 293 3651	CONTACT PERSON MODJADJI MAKOELA - 074 888 2964 E-mail: modjadjim@golimpopo.com	CONTACT PERSON SEWELA NYAKA (SCM PROCESS) Contact No:066 039 0295 E-mail: sewelan@golimpopo.com
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Name of Bidder: _____

BID AMOUNT: R _____

BID AMOUNT IN WORDS: _____

CLOSING DATE: 14 JUNE 2024 TIME: 11H00	COMPULSORY BRIEFING SESSION: DATE: 06 JUNE 2024 TIME: 10:00 VENUE: LTA OFFICE
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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	LTA001-24/25	CLOSING DATE:	14 JUNE 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER TO MANAGE THE NATIONAL TOURISM CAREER EXPO FOR A PERIOD OF 3 YEARS (2024-2026)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ERF 92/688 PORTION 2					
SOUTHERN GATEWAY EXT 4					
N1 MAIN ROAD					
POLOKWANE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS. SEWELA NYAKA		CONTACT PERSON	MS. MODJADJI MAKOLA	
TELEPHONE NUMBER	066 039 0295		TELEPHONE NUMBER	074 888 2964	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sewelan@golimpopo.com		E-MAIL ADDRESS	modjadjim@golimpopo.com	
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
1. 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]		2. 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	

Appointment of a Project Management Service Provider to Manage the National Tourism Career Expo for a Period of 3 years (2024-2026)

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.

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:



TERMS OF REFERENCE/SPECIFICATIONS

Appointment of a Project Management Service Provider to Manage the National Tourism Career Expo for a Period of 3 years (2024-2026)

1. INTRODUCTION

The Limpopo Tourism Agency is a Schedule 3C entity in terms of the Public Financial Management (PFMA), reporting to Limpopo Department of Economic Development, Environment and Tourism (LEDET). The entity is established in terms of its founding legislation, the Limpopo Tourism Act 2/2009. The relevance of the entity is founded on its mandate which is destination marketing for Limpopo Province.

Limpopo Tourism Agency (LTA) hereby request for bids from experienced project management companies with expertise on tourism related events for a period of thirty-six (36) months.

2. BACKGROUND

LTA implements various marketing campaigns and marketing activations as per the approved Annual Performance Plan that requires the services of an experienced project management service provider with tourism expertise to provide certain professional services in line with the PFMA prescripts.

3. OBJECTIVE

- Tourism promoted as career of choice.
- The tourism industry is promoted as a business and an employer of choice.
- The reduction of unemployed graduates in the industry is coordinated and facilitated.

- Placement of final year students for experiential /integrated learning process leading to attainment of a qualification is facilitated and coordinated.
- Scholarships and bursaries for deserving students doing tourism programmes are facilitated and coordinated.

4. SCOPE OF WORK

The appointed service provider will be responsible to coordinate, facilitate, manage, monitor, and ensure implementation of all the appointed service providers responsible for executing and delivering goods and services for NTCE 2024 guided by LTA:

Item No.	Description of event	Services Required	Venue	Service Standard
1.	Project Administration	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Schedule, coordinate and attend all NTCE meetings, debrief sessions, present updates, matters arising and status reports. • Minutes taking, drafting of agendas and the distribution thereof. • Create and ensure that the information is updated often on the NTCE Microsite, Mobile App, and social media. • Create content, design event printed materials (invitations, program, educational seminar booklets, seminar booklets, banners, certificates, oversize cheque design for overall winner, registration tags, chef's clothing, t-shirts). • Create, manage, and send out invitations to all stakeholders (save the date, media launch, opening ceremony, gala dinner, exhibitors, schools, universities, provinces, MEC's, Premiers, CEO's, Board members. • Write all required speeches to be guided by LTA. • Mobilise sponsors in support of the event. • Manage all logistics related to the event 	Peter Mokaba stadium	Administration and Monitor

Item No.	Description of event	Services Required	Venue	Service Standard
		<p>inclusive of recruiting exhibitors to a maximum of 90.</p> <ul style="list-style-type: none"> • Compile a detailed NTCE 2024 closed out report with financial reporting. <p>Collection and compilation of the feedback and thank you letters from services rendered (service providers) to be guided by LTA.</p>		

2.	Venue	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Coordinate, manage, monitor, and evaluate venue hire logistics to be guided LTA: • To include all technical requirements (PA systems, sound, LED screens, photography and videography, microphones, podiums, catering (light breakfast, tea and coffee stations, lunch, drinks, water dispensers and cups for all venues, including dinner menus on the opening ceremony and gala dinner). • Coordinate and ensure that exhibition requirements such as furniture, shell scheme packages, carpet tiles, distribution boards, branding material and technical equipment for corners are available/sourced by the venue. • All round security, including disaster management, cleaning, and medical services, should be inclusive of the quote. • Ensure that Wi-Fi is provided by the venue for all venues used by NTCE. • Coordinate food tasting with the venue 6 weeks before the event. 	Peter Mokaba stadium	Manage
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		<ul style="list-style-type: none"> • Ensure that all the Gala dinner requirements are delivered by the services provider as per LTA specification. • Most events to be powered by Generator 		
3.	Exhibition	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Coordinates facilitate and manage exhibition requirements: <ul style="list-style-type: none"> • Recruit and invite 90 tourism and hospitality sector exhibitors. (90 x 2 people each) • Manage exhibition activities to ensure that exhibitors are well informed. • Coordinate and manage the 5 Corners which will be included in the exhibition hall namely Chefs, Mixology, Hospitality, Tourist Guiding, Entrepreneurship and Conservation/Environment Corner. • Each corner will have industry specifications requirements, that the venue should deliver (e.g. 15minutes session per program, stage set up requirement, 100 cinema seating, AV requirement, bar set up, hotel room set up, etc. to be guided by LTA) • Coordinate exhibitors briefing session 4 	New Peter Mokaba Stadium	Manage

		<p>weeks before the event date, prepare and present exhibitor's presentation for the briefing.</p> <ul style="list-style-type: none"> • Coordinate the allocation Shell Scheme Package for approximately 90 exhibitors will be free of charge and will consist of the following: <ul style="list-style-type: none"> ○ Standard, white 3mx3m high shell-scheme walls ○ Standard, white 6mx6m high shell-scheme walls ○ Company name on fascia board (background Colour will be the NTCE, Corporate Identity Guide) ○ Red Carpets. ○ Electrical supply: 1 X 15 Amp plug point and a share of the DB board. ○ 1 X Fluorescent Light ○ 1 X H68 Brochure Holder ○ 1 X H85 Lockable Cupboard ○ 1 X H42 Round Table on Milan Base 2 X H03 Milano Chairs ○ 1 X H77 Wastepaper Bin • Facilitate with the venue and the exhibitor, custom stand, and additional requirements outside the shell scheme package (this will 		
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		be at the exhibitor's cost). • Provide daily cleaning services. • Coordinate exhibitors debriefing session in October 2024 and prepare a presentation for the debriefing. • Collection and compilation of the feedback and thank you letters from exhibitors to be guided by LTA.		
4.	Catering	The Service provider is required to • Manage and monitor all catering requirements as set out in the venue specifications. • Categorized catering as follows: • VIP/PSC/Speakers/Adjudicators x 250 pax over 3 days Lunch • Educators x 150 pax over 3 days Lunch • Exhibitors x 180 pax over 3 days Lunch • Media x 150 pax over 3 days Lunch • Volunteers and Staff x 200 pax over 3 days Lunch • Learners and students x 6000pax over 3 days Lunch • Soft furnishing Competition x 25 pax for one day Breakfast & Lunch		Monitor

		<ul style="list-style-type: none"> • Hospitality Competition x 25 pax for one day Breakfast & Lunch • Consumer Competition x 25 pax for one day Breakfast & Lunch • Gala dinner 3 course meal for 300 people for one night • Media Launch for 200 people for one day Breakfast & Lunch 		
5.	EDUCATORS' SEMINAR	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure venue requirements are delivered as per venue specification guided by LTA: • Design, consolidated training information, manage and monitor printing of 1500 manuals over 3days. • Manage distribution of manuals over 3days • 5 tables and 250 chairs 	New Peter Mokaba Stadium	Manage
6.	Debate Competition	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Coordinate and manage a boardroom size room. • Ensure competition prizes and certificates are sourced by the organiser. • Continuous communication with adjudicators and PSC information regarding 	Peter Mokaba Stadium	Manage

		competition <ul style="list-style-type: none"> • Ensure video/photography crew. ○ Sound system and technical support for the PowerPoint presentation. ○ The scanning of memory sticks or uploading the presentations for each participating province. ○ X3 tables and 30 chairs ○ Water dispensers and cups ○ Wall Watch for the timekeeper 		
7.	Consumer studies: Soft Skills, competition	2. The Service provider is required to <ul style="list-style-type: none"> • Ensure that the venue for the consumer studies soft skills classroom is sourced by the NTCE venue. The sourced venue should have the following: <ul style="list-style-type: none"> • Consumer studies classroom • Electric plugs to plug in electronics • 18 x sewing machines. • 18 x Iron and Ironing boards. 	To be confirmed	Manage
8.	3 & 4 Consumers studies and Hospitality Studies	3 & 4 The Service provider is required to <ul style="list-style-type: none"> • Ensure that the venue for the consumer studies and hospitality studies classrooms are sourced by the NTCE venue. 	To be confirmed	Manage

	TIER Cake Competition	<ul style="list-style-type: none"> The sourced venues should have the following: <ul style="list-style-type: none"> Industrial Kitchen (18 x stoves) Kitchen utensils Baking ingredient 18 Aprons 		
9.	WORKSHOPS & VIRTUAL CLASSROOM AND RECRUITMENT ARENA	<p>The Service provider is required to:</p> <ul style="list-style-type: none"> Ensure the NTCE venue has allocated venues for workshops and virtual classrooms. Ensure that a training provider is sourced to provide training & coaching sessions to young people on personal grooming, planning, and preparing for interviews, and how handle job interviews as an interviewee. Ensure that the requirements of the training service provide are met by the NTCE venue to ensure delivery. Ensure provision of 10 laptops with Wi- fi connectivity, loaded with available vacancies in the Tourism Industry. 	Peter Mokaba Stadium	Manage

10.	Opening Ceremony (plenary)	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure the NTCE venue has allocated venue for opening ceremony with • Cinema seating chairs • 6m x 4m size stage • Stage deco • Podium • Panel chairs • PA system • Water • Décor and Branding • AV • Ensure that the entertainment, PWD interpreters, MC, panel speakers, Deputy Minister, MEC, Premier and Board members are confirmed. 	Peter Mokaba Stadium	Coordinate
11.	Gala dinner (300 guests)	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Venue for gala dinner for 300 people • Tables (round or rectangle tables) • Table centre pieces • Chairs • Stage with stage lights • AV 	Jack Botes Hall	Coordinate

		<ul style="list-style-type: none"> • Podium • Deco • Cutlery and crockery • VIP photography and videography • Ensure that the entertainment • PWD interpreters • Ensure Deputy Minister, MEC, Premier and Board members are confirmed. • Ensure that gala dinner menu is approved by the organizers. 		
12.	REGISTRATION	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure that the NTCE Website is up and running for pre- registration. • Ensure that the service provider, delivers event registration, categorizing different attendees, speakers, VIP, volunteers, exhibitors, and all suppliers in a professional manner. • Oversee and implement changes to maintain a smooth and up-to-date registration process. • Ensure that the service provider maintains and delivers regular booking reports to events team and keep up to date with registration numbers. 	Peter Mokaba stadium	Administration

		<ul style="list-style-type: none"> • Attending onsite as required. • Responsible for updating website and managing provision of marketing materials relating to registration. • Ensure and monitor that the service provider provides different nametags and pouches for +8000 attendees in different categories. • Ensure that the service provider submits all post event. • The event is at no cost to the attendees therefore the registration company will not handle the payments. • Coordinate a branded designated registration area 		
13.	Media Launch	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure that the venue for the media launch is sourced/sorted inclusive of all the event requirements (PA systems, branding, MC, sound, LED screens, photography and videography, microphones, podiums, catering, VIP holding area and entertainment, Media briefs) 	To be confirmed	Coordinate

14.	ACCOMMODATION	<p>The Service provider is required to</p> <p>Ensure and manage the service provider for accommodation for the following:</p> <ul style="list-style-type: none"> • Accommodation for 30 speakers for 3 nights (Dinner bed and breakfast), less than 50 km from the venue. • Accommodation for learners and educators (approximately +/-150 learners and +/-20 educators) for 2- nights (sharing 75 rooms- with dinner bed and breakfast for learners and 20 rooms for teachers with bed breakfast and dinner) less than 10km from the venue. <p>X10 rooms for 1 night reserved for competitions adjudicators</p>	Polokwane	Coordinate
15.	TRANSPORT	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure that transportation is sourced by the appointed service providers, arranged for NTCE and managed for the duration of NTCE: • 25 x 60-seater buses (to and from 5 Districts) including PWD schools. 	Polokwane	Coordinate

		<ul style="list-style-type: none"> • Travel logistics for 170 (educators and 15 learners from 9Provinces by bus or taxis) • Travel logistics for 30 speakers • Travel logistics for learners, educators, Adjudicators, NTCE Officials and camera and videography crew. To the competition venue outside the main hosting venue. <p>Booking of transport for competition adjudicators</p>		
16.	PROMOTIONAL MARKETING COLLATERAL	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure NTCE promotional marketing collateral is printed with the relevant branding and delivered by the appointed service provider to the NTCE venue 5 days prior to the event. • 6000 X Learner Packs: Sling bag, Notepad, Pen, and Waterbottle (NTCE branding) • 150 X T-shirts (NTCE branding) for Marshalls • 300 X Golf Shirts (NTCE branding) for the steering committee • 50 Aprons (NTCE branding) • 25 x Chef Jackets (NTCE branding) • 6000 X Design and Print of the A5 information color booklet. LTA to provide 	Polokwane	Administration

		information (24-30 pages) <ul style="list-style-type: none"> • Updating of the booklets • 300 X Design and Print A4 close out report. 		
17.	PUBLIC RELATIONS AND COMMUNICATIONS	The Service provider is required to <ul style="list-style-type: none"> • Coordinate and facilitate PR and Communications related activities in partnership with NDT, CATHSETTA and LTA. • Provide Media information for press releases and required speeches for NTCE 2024 • Working with the press for NTCE 2024 Arranging interviews <ul style="list-style-type: none"> • Facilitating NTCE internal communications • Manage the NTCE Launch • Manage and Monitor media Activities. • Provide media monitoring reports including social media • Create and upload social, audio and print media content to generate interest and curiosity through promotional tons of campaign: <ul style="list-style-type: none"> ○ Print media promotion ○ Social media promotion. 	-	Coordinate

		<ul style="list-style-type: none"> ○ Radio promotion ○ Email campaign ○ Exhibition/Expo promotion 		
18.	MICROSITE AND NTCEMOBILE APP	<p>The Service provider is required to</p> <ul style="list-style-type: none"> • Ensure that a detailed and engaging multimedia content is updated often on the NTCE Microsite, Mobile App, and social media. To include any news related to NTCE including special events, exhibitors, program, speakers and invariable fun and interaction - based content. • Creating content closely linked to the Tourism and Hospitality sector, for NTCE microsite, mobile app and social media via blogs and feature articles. • Manage all social media for the event with Video featuring (virtual tours) content. <p>Generate interest with web push and mobile app pushnotification.</p>	-	Coordinate

7. SPECIFICATIONS FOR SERVICES THAT MUST BE RENDERED

CLEANING SERVICES	
<ul style="list-style-type: none"> Maintain cleanliness of the NTCE venues, which includes cleaning of sites (before, during and after each event). Secure from the municipality a total of 20 x refuse bins, with collection services at the various venues throughout the duration of the events / activities. Provide cleaning services at the stadium, which is the main venue. Provide cleaning services in all associated venues 	
Media launch	N/A
Gala dinner	N/A
Opening Ceremony	Once a day
Exhibition floor/ Career Expo	twice per day for the duration of the expo

CATERING	
<ul style="list-style-type: none"> The service provider should ensure that meals should cater for kosher, halaal, vegetarians, diabetics, and any other dietary requirements. All catering must meet strict hygienic standards. The menu for each event / activity must be finalized with the department. 	
Media launch	2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml), Assorted soft drinks 300ml and bottled water (500ml)
Gala Dinner	3-course dinner, with an assortment of juices and soft drinks Dinner to consist of the following: 2 vegetables, 2 starches, 3 types of meat, 2 salads, desert, 100% juice (330ml) Assorted soft drinks (300ml) and bottled water (500ml)
Opening Ceremony	Assorted soft drinks (300ml x 300) and bottled water (500ml x 600)
Exhibition floor/ Career Expo	Learners: Pre-packed lunch packs, with soft drinks, for 2000 learners per day for 3 days.

CATERING	
<ul style="list-style-type: none"> • The service provider should ensure that meals should cater for kosher, halaal, vegetarians, diabetics, and any other dietary requirements. • All catering must meet strict hygienic standards. • The menu for each event / activity must be finalized with the department. 	
	<p>The lunch packs must be served in a disposable / recyclable container and must consist of the following: Sandwich, two fruit variety, 100% juice (330ml) and assorted soft drinks (300ml) for 2000 learners over 3 days.</p> <p>Educators: 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice and soft drink. Assorted soft drinks (300ml)</p> <p>Exhibitors and Staff: 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml), Assorted soft drinks (300ml)</p> <p>2500 bottles of water (500 ml)</p>

SERVICE LEVEL AGREEMENT

1. The winning bidder will be required to sign a service level agreement with Limpopo Tourism Agency.

PAYMENT CONDITIONS

1. The service provider will be paid in accordance to the implementation phases and conditions laid out in the service level agreement.



“FORM B”

EVALUATION CRITERIA

CRITERIA - MANDATORY REQUIREMENTS

i. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please indicate with an “X” to offer complies with the requirements		
		YES	NO	Comment
a)	Must be registered on Central Supplier Database (CSD)			
b)	Must have attended the compulsory briefing session			
c)	Bidder must complete and sign the bid forms in full.			

ii. EVALUATION METHODOLOGY

The bid evaluation process shall be carried out in three Phases namely:

- Phase 1 : Administrative Compliance
- Phase 2 : Evaluation on Functionality
- Phase 3 : Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents by bidders and compliance to specification.)

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- **SBD 1** (Invitation to Bid) Make sure it is completed and signed.
- **SBD 3.1** (Pricing Schedule) Make sure it is completed.
- **SBD 4** (Bidder’s Disclosure) Make sure it is completed and signed. **(Failure to disclose any other companies involved in will result in disqualification).**

If the following Bid Form is not completed/attached, the bidder will forfeit points for specific goals:

- **SBD 6.1** (Preference Points Claim Form) Make sure it is completed and signed.

Bidders are required to comply with the bidder requirements mentioned above.

Certified copies or original documents will be accepted.

Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

PHASE 2 : FUNCTIONALITY

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **70%** as set out below.

Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and specific goals.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA		
	COMPONENTS	Points Awarded
A	FINANCIAL ABILITY	20
	<ul style="list-style-type: none"> • R 5 000 001 and above • R 4 000 001 - R 5 000 000 • R 3 000 001 - R 4 000 000 • R 2 000 001 - R 3 000 000 • R 1 000 000 - R 2 000 000 • Below R1 000 000 or no submission of financial information or letter with no amount. 	20 15 10 06 04 00
	Bidders must attach: <ul style="list-style-type: none"> • Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding (<i>letter must be signed and not older than three months</i>), <u>or</u> • proof of overdraft facility in the name of business (<i>Bank letter must be signed and not older than three months</i>), <u>or</u> 	

	Proof of company capability to self-fund (i.e. <i>stamped bank statement not older than three months</i>).		
B	COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)		40
	Bidder's proven competency in an experience, extensive hosting event(s) of similar nature (in terms of coordination, magnitude, risk nature), especially on tourism business and events.		
	• 8+ years	20	
	• 6-7 years	15	
	• 4-5 years	10	
	• 3-4 years	08	
	• 0-2 years	05	
	REFERENCES		
	Signed reference letters on valid letterheads that prove experience in the project management environment especially on tourism business and events. LTA reserves the right to verify the reference letters.	20	
	• More than three client's reference letters.		
	• Three client's reference letters.	20	
	• Less than three client's reference letters.	10	
		05	
C	PREVIOUS EVENT PROJECT MANAGEMENT PROJECTS EXECUTED IN THE TOURISM FIELDS (per project)		20
	• R3 000 001 and above	20	
	• R2 500 001 - R3 000 000	15	
	• R2 000 001 - R2 500 000	10	
	• R1 500 001 - R2 000 000	05	
	• Below R2 000 000	00	
	Attach evidence/ letter/ order of appointment reflecting the Amount of the project		
D	LOCALITY (Provide proof of residence)		20
	• Companies located in Limpopo Province	20	
	• Companies located outside Limpopo Province	05	
	Proof of address must be attached (Municipal bill, PTO, Letter from Traditional Council)		

NB: All bidders who score less than 70% of 100% on functionality will not be considered for further evaluation on Price and specific goals.

PHASE 3 : EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

When calculating prices:

- a) Unconditional discounts will be taken into account for evaluation purposes; and
- b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

$$P_s = 80 - 1 \cdot \left(\frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of tender consideration

P_{min} = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	4
4	Persons with Disability	4
5	Locality	2
6	Enterprises located in rural areas	2

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.

- b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be 2, i.e. $50/100 \times 4 = 2$).
- c. Only the tender with the highest number of points scored may selected.

NB: CSD report will be used as a means of verification of the specific goals. A valid medical certificate (original or certified copy not older than three months) is required to claim points for persons with disability.

- d. Limpopo Tourism Agency reserves the right not to award the bid.



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: LTA001-24/25

Closing date: 14 JUNE 2024

Closing Time 11:00

I/We _____

(Full name of bidder) the undersigned in my capacity as _____ hereby offer to Limpopo Tourism Agency to render the services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the Limpopo Tourism Agency and subject to the conditions of tender, for the amounts indicated hereunder:

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

ITEM	DESCRIPTION	RATE (Vat Incl.)
1.	Transaction fee (% of direct services procured from 3 rd parties. e.g., venues, transportation, equipment hire, etc.)	%
2.	Project Management fee % (percentage of the total cost of the project): NTCE Project Planning and Management Venue Branding Management of Invitations and RSVP (including VIP, media, etc.) Registration and Accreditation Services. Events compliance services. Any other services that are part of the scope of work.	%
	TOTAL (VAT INCL)	%

***Limpopo Tourism Agency may negotiate prices with the bidders.**

Appointment of a Project Management Service Provider to Manage the National Tourism Career Expo for a Period of 3 years (2024-2026)



BIDDER'S DISCLOSURE

SBD 4 FORM

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

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.

2.2 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:

.....

.....

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.

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.

- 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.
- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



SBD 6.1

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = 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)
Black People		4		
Youth		4		
Women		4		
Persons with Disability		4		
Locality		2		
Enterprises located in rural areas		2		

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:



GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES:

The purpose of this document is to:

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

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

- The General Conditions of Contract (GCC) 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 GCC. 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 anything value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 “Countervailing duties” are imposes 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 direct from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unload in the specified store or depot 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 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 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 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 bidders 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, 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 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 organisation purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the special Conditions of Contracts.
- 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 hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are usually published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X 85, Pretoria 0001, or accessed locally from www.treasury.gov.za.

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Uses of contract documents and information inspection

- 5.1 The supplier shall not, without the purchase's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance Security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) A cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for 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 purchaser or an organization acting on behalf of the purchaser.
- 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 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 analysed 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 supplier's 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, purchaser 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 good as is required to prevent their damaged 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 subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

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 damaged incidental to manufacture or acquisitions, transportation, storage and delivery in the manner specified SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the GCC.

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 the 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 supplies 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 services 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 Price 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, supplier, that this election shall not relieve the supplier of any warranty obligations under the contract;
- (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 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 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 the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract

16. Payment

16.1 The method and conditions of payments to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payments will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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.

22. Delays in the supplier's performance

- 21.1 Delivery of goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quantity and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods not 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;
- (c) If the supplier, in the judgement 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 restrictions 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 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.

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

23.7 If a court of law convicts a person of an offence as contemplated in section 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 rendered 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 clause 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

21.1 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 case of criminal negligence or wilful 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 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 laws

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 services 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 by the South African Revenue Services.

33. National Industrial Participation Programme (NIPP)

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competitive Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is /are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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