

INVITATION TO BID (SBD1)

| | | | | | |
|---|---|----------------------|------------------|----------------------|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FREE STATE HEALTH | | | | | |
| BID NUMBER: | DOH(FS)20/2022/2023 | CLOSING DATE: | 09 DECEMBER 2022 | CLOSING TIME: | 11H00 |
| DESCRIPTION | APPOINTMENT OF SERVICE PROVIDER TO RENDER EVENTS MANAGEMENT SERVICE TO THE FREE STATE DEPARTMENT HEALTH. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (03) YEARS. | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD1). | | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

| | | | | | |
|--|---|--|-------------------------------------|---------|---|
| DEPARTMENT OF FREE STATE HEALTH | | | | | |
| GROUND FLOOR, BOPHELO HOUSE, BLOCK C-WEST, OPPOSITE MAIN DOOR | | | | | |
| C/O CHARLOTTE MAXEKE STREET AND HARVEY ROAD, BLOEMFONTEIN | | | | | |
| 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 | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE <small>[TICK APPLICABLE BOX]</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| | | | |
|---|--|---|--|
| 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 PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE | R |
| SIGNATURE OF BIDDER | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | |
| FOR PROCUREMENT OF DOCUMENT ENQUIRIES MAY BE DIRECTED TO: | | FOR BIDDING AND TECHNICAL INFORMATION ENQUIRIES MAY BE DIRECTED TO: | |
| DEPARTMENT | FREE STATE HEALTH | CONTACT PERSON | Ms M. Mospahle |
| CONTACT PERSON | Mr T.E Mahlasi Mr T. J Sethunya | TELEPHONE NUMBER | 051 408 1710 |
| TELEPHONE NUMBER | 051 408 1160 / 1487 | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | E-MAIL ADDRESS | MosoahlM@fshealth.gov.za |
| E-MAIL ADDRESS | MahlasiTE@fshealth.gov <u>SethunyaTJ@fshealth.gov.za</u> | <u>NB: Bidders may send any queries electronically to the above mentioned emails</u> | |

**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 ONLINE |
| 1.3. | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND SPECIAL CONDITIONS OF CONTRACT. |
| 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. |
| 2.4 | FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. |
| 2.5 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 2.6 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 2.7 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
| 3.1. | IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. | DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. | DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. | DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. | IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>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 ABOVE.</p> | |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

Signature Of Bidder:

Capacity Under Which This Bid Is Signed:

Date:

EXPLANATORY MEETING CERTIFICATE

BID NUMBER: **DOH (FS)20/2022/2023**

Attendance list number: _____

DOH(FS)20/2022/2023: APPOINTMENT OF SERVICE PROVIDER TO RENDER EVENTS MANAGEMENT SERVICE TO THE FREE STATE DEPARTMENT HEALTH.

PERIOD: DATE OF SIGNING CONTRACT FOR THREE (03) YEARS

Attendance of the explanatory meeting is NON - COMPULSORY

An official of the Department must sign this certificate at the explanatory meeting. No certificate will be signed outside the meeting. The original certificate must be included in the bid document and will not be accepted after the closing time and date of the bid.

NON- COMPULSORY EXPLANATORY MEETING DATE: 23 NOVEMBER 2022

TIME: 10H00

VENUE: Auditorium, First Floor
Bophelo House, C/O Charlotte
Maxeke Street and Harvey Road
Bloemfontein
9301.

CONTACT PERSON/S: Ms. M Mosoahle
Tel: (051) 408 1710

This is to certify that _____ in his/her capacity as
_____ of the company _____ has attended the Non-
Compulsory Explanatory meeting on the _____ day of _____ 2022 and is
therefore familiar with circumstances and the scope of the items to be supplied.

**SIGNATURE /DEPARTMENTAL
OFFICIAL**

RANK

**SIGNATURE OF REPRESENTATIVE
OF COMPANY**

DATE

OFFICIAL DATE
STAMP

*** Note: Only one certificate per company**

X-

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 here under.

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. BIDDERS' DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State Institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 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.
- 3.7 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

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.

6.

SBD4

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

7.

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

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

Name of Bidder.....Bid number **DOH(FS)20/2022/2023**
 Closing Time 11:00 on.....Closing **09 December 2022**

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|-------------------------------|--|--|---|
| As per attached specification | | Appointment of service provider to render events management service to the Free State Department of Health | See attached specification for pricing |
| - | Required by: | | |
| - | At: | | |
| - | Brand and model | | |
| - | Country of origin | | |
| - | Does offer comply with specification? | | *YES/NO |
| - | If not to specification, indicate deviation(s) | | |
| - | Period required for delivery | | |
| - | Delivery: | | *Firm/not firm |

*Delete if not applicable

8.

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index: CPI Dated September 2022

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR (D1, D2 etc. eg. Labour, transport etc.) | PERCENTAGE OF BID PRICE |
|--|-------------------------|
| | |
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9.

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
| | | | |
| | | | |
| | | | |



health

Department of
Health
FREE STATE PROVINCE

APPOINTMENT OF SERVICE PROVIDER'S TO RENDER EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF HEALTH

PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Contact Person:

Ms M. Mosoahle

Tel : 051-408 1710

Email : MosoahIM@fshealth.gov.za

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. STATUS OF REQUEST FOR PROPOSAL

The Free State Department of Health is hereby inviting potential bidders for the supply and delivery of event management service on the contract basis for a period of three (3) years.

This Request for Proposal (BID) is an invitation for Bidders to submit a proposal for the provision of the services as set out in the Terms of Reference contained herein.

No binding contract or other understanding for the supply of the Services will exist between the Free State Department of Health and any Bidder unless and until the Free State Department of Health has executed a formal written contract with the successful Bidder/s.

3. SUBMISSION OF BIDS

Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as to Bophelo House, C/O Charlotte Maxeke street and Harvey Road, Bloemfontein by the closing date and time of the bid.

In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.

4. OBJECTIVE

The objective of the bid is to appoint an Event Management Company in line with government's objectives that:

- The event manager shall provide management services in respect of quality and quantity control as well as supervision of the preparations.
- The event manager shall manage and control its staff, in the concerned premises where the function is to be catered for.
- The event manager to deliver the service upon receiving of an official order unless the manual order/ commitment letter is issued due to unavailability of the Logis system.
- The event manager shall submit its account direct after the function.
- Claims for payments shall be submitted on official invoices.

5. SCOPE OF WORK

The event management companies will include but will not be limited to the following:

- The contracted services will be provided to Free State Department of Health
- Departments has implemented cost containment measures which must be implemented and enforced by the Department. Event Management Company/ies are required to adhere to such cost containment measures.
- Penalties incurred as a result of the inefficiency or fault of the company will be for the Event Management Company's account.
- The event management bid will generally be for special events.

6. REQUIREMENTS OF THE BID

6.1 Catering For Event

- Provide different services and goods as set out on Event' Pricelist as and when requested
- Event managements are required to render the following catering services depending on the request:
- Breakfast, Lunch/Dinner, Brunch, Food parcels & Platters (ref to SBD3.2)
- Catering Quotations must be submitted with a Valid Certificate of Acceptability issued by the relevant municipality. Where the bidder is not the owner of the COA, the letter from the owner confirming the arrangement will be required. Food Caterers must have Certificate of Acceptability (COA) issued in terms of regulations governing general hygiene requirements for food premises, the transport of food and related matters.
- Vehicles used for transport of perishable food on behalf of a successful bidder "food caterer" must have valid Certificate of Acceptability.
- In terms of mobile catering venues the successful bidder "food caterer" must apply for special COA from the relevant municipality where the event is to held.

6.2 Clearing Of Site (Before And After Event)

- Organise the cleaning of the site.
- Clear the site of all rubbish and equipment.
- Reasonable market-related price based on requirements of event.

6.3 Signage

- Provide signage
- All areas should be properly demarcated and have proper signage

6.4 The following categories of parking signage should be catered for:

- Parking for busses
- VIP (invited guests)
- VVIP parking (podium group)
- Officials parking
- Media parking
- Labling of tables when the need is identified i.e. putting reserved boards on tables.
- Reasonable market-related price based on requirements of event.

6.5 Crowd Control Barriers

- Provide proper crowd control barriers
- Around the stage and VIP sitting and dining areas in both venues. (stanchion).
- Reasonable market-related price based on requirements of event.

6.6 Security

- Arrange for security for logistical material.
- Registered security officials to assist at entrances to do body searches for weapons and prohibited drugs when needed.
- Also assist SAPS with crowd control during the day on the grounds
- Reasonable market-related price based on requirements of event.

6.7 Co-Ordination

- Work closely with the delegated government officials before and on the day of the event and in the aftermath of the event.

6.8 Financial Arrangements

- The bidder shall provide a detailed cost breakdown
- Event costing as outlined

6.9 Information/Documentation To Be Provided By Bidder

- Provide a plan to empower local companies as sub-contractors within the geographical jurisdiction of the event.

6.10 Transportation

- Transportation costs must be included with the prices for the different menus.
- The supplier's vehicle for transporting the food should be available for inspection and be to the satisfaction of the Department.
- The Event Management will be expected to have reliable transport, as stipulated in the Health Certificate.

6.11 Hygiene and Cleanliness

- The Free State Department of Health reserves the right to visit the premises of the event management(s) at any given time to monitor hygiene standards.
- It is important for event managements to adhere to the principles of good hygiene and understand the implications of bad hygiene practices in their business practices.
- All service providers are required to provide valid Health Certificates.

6.12. Cleaning and Removal of Waste from Catered Area

- The Event Manager shall be responsible for cleanliness in the event area
- The Event Manager shall be responsible for maintaining areas in a suitable clean and tidy state throughout the catering period.
- The Event Manager shall ensure that work surfaces are cleaned in accordance with good cleaning practices to minimize the risk of gross contamination.

6.13 Utensils

- The Event Manager must provide own cutlery, crockery, tablecloths, serviettes and overlays, food warmers.

6.14 Punctuality

- The Event Manager must adhere fully to times stipulated per event
- Delivery will not be limited only to Free State Department of Health Buildings; venues will be indicated /communicated per catering event.

6.15 Maintaining Directorate/District Property

- The Event Manager shall use the facilities and equipment with regard to the principles of energy management and control.
- The Event Manager shall be responsible for any loss or damage to the facilities and equipment caused by the negligence of the event manager and its employees.
- Replacement will be at the discretion of the directorate involved.
- The Event manager shall notify the department at the earliest opportunity of any breakdown.

6.16 Meal Times

- The Event Manager are expected to serve meals at the precise time as agreed on.
- Late meals are not acceptable and the event manager should co-ordinate with the contact person to keep track of meal times, tea times etc. As there can be changes made as program times may differ from conference or function from time to time.

6.17 Obligations of The Event Manager

- The Event Manager shall provide management services in respect of quality and quantity control as well as supervision of the preparations.
- The Event Manager shall manage and control its staff, in the concerned premises where the function is to be catered for.
- The Event Manager to deliver the service upon receiving of an official order or and as prescribed in paragraph 4 of the bid document.
- The Event Manager shall submit its account direct after the function.
- Claims for payments shall be submitted on official invoices.

6.18 Provision of water & sanitation

- Ensure provision of potable water station, compliance to SANS241
- Availability of potable bulkwater tanks in collaboration of municipality
- If water tankers are used during events, the storage tanks must adhere to the following requirements:
 - (i) care should be taken to ascertain that the tanks constructed of a rust-free material, are durable and suitable for delivering potable safe water;
 - (ii) The tanks should be disinfected before used for potable water distribution;
 - (iii) The tanks are adequately designed so as to prevent contamination of the water by insects, flies, animals and human contact;
 - (iv) Tanks design should allow sampling to be conducted and tests to be taken to verify water quality. They must also be made of material that allows disinfection and contact

with flames for sterilizing, in the case where a tap must be flamed before a sample is taken;

(v) Cold water should be stored at temperatures below 20oC; and

(vi) Tankers should only supplied by water from an approved and treated source.

- Availability of sanitation facilities
- Adequate toilet and hand washing facilities should be provided for staff/delegates and for the general public at the ratios depicted in Table 1 below:

| Table of sanitary facilities to be provided | | | | | |
|--|---|--|--|---|---|
| For a population of up to | Males | | Females | | |
| | WC Pans | Urinals | Washbasins | W C pans | Washbasins |
| 50 | 1 | 1 | 1 | 2 | 1 |
| 100 | 1 | 2 | 1 | 3 | 2 |
| 150 | 1 | 3 | 1 | 5 | 3 |
| 250 | 2 | 4 | 2 | 7 | 4 |
| 500 | 3 | 7 | 3 | 12 | 6 |
| 1000 | 3 | 12 | 4 | 16 | 7 |
| 1500 | 4 | 15 | 5 | 20 | 8 |
| | For a population in excess of 1500 add 2 WC pans for every 500 persons or portion thereof | For a population in excess of 1500 add 1 Urinal for every 500 persons or portion thereof | For a population in excess of 1500 add 1 washbasins for every 500 persons or portion thereof | For a population in excess of 1500 add 1 WC pans for every 150 persons or portion thereof | For a population in excess of 1500 add 1 washbasin for every 500 persons or portion thereof |

National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977)

- At least 5% of the total number of toilets to be provided should be accessible by disabled persons.
- For short term events:
 - (i) If chemical closet toilets are used, an on-site maintenance team should be available on the premises for the duration of the event to ensure the prevention of blockages and leakages from creating a nuisance and health hazard from occurring; and
 - (ii) A site plan detailing the location and type of sanitary facilities to be used during events should be submitted to Environmental Health of the relevant District Municipality.

6.19 Compliance Requirements for events

- The Event Manager are expected to provide the following before the event
 - Safety floor plan
 - Engineering certificate (marque tent, stage, generator & electricity)
 - Attend meeting (events preparatory meetings)

- It is the responsibility of the event management to obtain the venue grading certificate from the municipality before the SASREA meeting (Safety and Security at Recreation Events)
- The event management company must be familiar to SASREA regulation

7. MAINTAINING DIRECTORATE/DISTRICT PROPERTY

- The Event Manager shall use the facilities and equipment with regard to the principals of energy management and control.
- The Event Manager shall be responsible for any loss or damage to the facilities and equipment caused by his/her negligence and that of his/her employees.
- Replacement will be at the discretion of the directorate involved.
- The Event Manager shall notify the Free State Department of Health at the earliest opportunity of any breakdown.

8. MEAL TIMES

- Event Manager are expected to serve meals at the precise time as agreed upon.
- Late meals are not acceptable and the Event Management should co-ordinate with the contact person to keep track of meal times, tea times etc. As there can be changes made as program times may differ from conference or function from time to time.

9. QUALITY OF FOOD

9.1 Presentation

- Must comply with the following:
- Look appetizing and presentable
- Look elegant (neatly presented and displayed including Bain-Marie's and platters).
- Be aesthetically pleasing (colour, shape and texture must compliment each other).

9.2 Taste

- All meals served may be tasted and approved by Free State Department of Health representative.
- The taste of the dish must match the description on the menu.
- Food must be palatable e.g. No burnt taste, too salty or over seasoned, taste bland or under seasoned.
- Client preferences must be taken into account.
- Religious preferences to be considered.
- Apply healthy cooking methods in all instances.

9.3 Texture

9.3.1 Meat and Chicken

- Must not be dry and stringy.
- Must be juicy and tender.
- Must not be tough and rubbery.
- All saucy dishes will not be oily and must be correctly balanced in terms of sauce and meat.

- Trim excess fat.
- All meat must be fresh and safe for human consumption.

93.2 Vegetables and Starches

- According to customer preference.
- Must be cooked though but remain crisp and firm.
- Two vegetables of the same colour may not served at the same meal.
- Two vegetables of the same type may not be served at the same meal (broccoli and cauliflower).
- Vegetables may not be the same colour as the protein or starch.

93.3 Sauces

- Must be smooth with no lumps.
- Consistency must be correct, custards must be of a coating consistency and gravies of pouring consistency.
- According to customer preference.

93.4 Service

- Each dish must have its own serving utensils.
- No food is to be served by hand or with the aid of fingers.
- The size of the serving utensils must be appropriate to the portions size (ladles for soup).
- Slotted spoons may not be used for serving sauce dishes.
- All fried and grilled items must be served with tongs only.
- Chips and other roasted or fried potatoes must be served with a tong or suitable scoop.
- Clean crockery and cutlery must be used at all times and it must be in a good condition.
- Glassware must be in a good condition and not chipped or cracked.
- All juices served must be 100% fruit juice and may not be diluted.
- Individual tooth Picks and serviettes must be available to guests.
- Servers must be clean and appropriately dressed and should be well behaved at all times.

93.5 Temperature Control

- Food may not be reheated.
- Food must be kept warm.

10. EQUIPMENT REQUIREMENTS

- Event manager must determine their equipment needs according to the menu that is being served. Event manager are responsible to supply all catering equipment when catering for a meal or a function. It is important that event managements understand that all catering equipment should be in a good and acceptable condition.

This includes the following:

| | |
|-------------------|---|
| Cutlery | <ul style="list-style-type: none"> Knives, Forks, Soup Spoons, Dessert Spoons, Butter Knives, Teaspoons |
| Crockery | <ul style="list-style-type: none"> Starter Plates, Entrée Plates, Main Meal Plates, Dessert Plates, Side Plates, Soup, Fish Plates |
| Glasses | <ul style="list-style-type: none"> Water, Fruit Juice |
| Coffee | <ul style="list-style-type: none"> Tea and Coffee Cups, Saucers |
| Table Linen | <ul style="list-style-type: none"> Table cloths, Overlays, Napkins |
| Service Equipment | <ul style="list-style-type: none"> Chaffing Dishes, Bowls, Serving Platters, Tongs, Butter Dishes, Serving Spoons, Forks and Knives etc. |
| Display | <ul style="list-style-type: none"> Caters are responsible to display food attractively and should provide their own decorations for displays |

- Ensure that all the above items have been cleaned and correctly sanitized before use.
- Ensure crockery is not chipped or cracked and if so, remove from service.
- Ensure glassware is not chipped and cracked. Do not use if fingerprints are visible.
- Linen should be clean, freshly laundered and free of any marks or tears.
- Ensure all serving dishes have been cleaned and are free from cracks and damage.
- Teapots and coffee jugs need regular descaling inside to remove the tannin stains and water scale.
- Cruets need to be emptied regularly and cleaned then dried and refilled.
- Oil and vinegar bottles will become sticky if not washed regularly.
- Sugar containers will absorb moisture if not kept absolutely dry.
- Cutlery should be stored in divided trays away from any dust or grease.
- Glassware should be stored in inverted trays away from any dust or grease.
- Never touch food or the inside of glasses, cups, or plates.
- Sugar bowls, cups, and milk jugs, must not be picked up or carried with the hand over the top.
- Dishes, plates, glasses, etc. may not be cleaned or polished in the presence of guests.
- If a guest drops a piece of cutlery, pick it up and give them a clean one.

11. COSTING

11.1 Prices must be inclusive of all costs i.e. VAT, transport, etc.

11.2 All items should be priced (refer to SBD 3.2)

11.4 The Free State Department of Health must first accept the quotation for the below listed items (8.13.4.1 till 8.13.4.8) before the service provider proceed with the procurement of the service.

11.5 Copies of third party detailed invoices should be attached when invoice is submitted for the following items. The Department should perform due diligenge before accepting the quotation as to gain maximum cost benefit.

- 10.5.1 Speakers
- 10.5.2 Motivational Speakers
- 10.5.3 Performers / Dancers
- 10.5.4 Interpreters (Sign Language)
- 10.5.6 Facilitators
- 10.5.7 Artists
- 10.5.8 Broadcasting Media
- 10.5.9 Funeral Palours

11.6 The Service Provider should conduct a market analysis by obtaining three quotations and the lowest price/quotation of the following items should be submitted (by service provider) and accepted by department:

- 10.6.1 Speakers
- 10.6.2 Interpreters
- 11.6.3 Broadcasting Media

11.7 The following items/services are excluded from this contract **DOH (FS) 20 /2022/2023**

- (i) Transportation and Shuttle services.
- (ii) Promotional items

11.8 List all value added propositions e.g. percentage (%) discount offered, on all invoices.

11.9 The Free State Department of Health will pay a **15% Administration/Management Fee** on total rand value of the event excluding VAT.

12. SHARE HOLDING/ MEMBERSHIP

Where a Shareholder/Member/Individual has an interest in any other company that is participating in this bid, must disclose taking into consideration the provisions of SBD4 and failure to do so will result in disqualification.

List of Shareholding/membership by Name of business, Position occupied and percentage of shareholding in the business

| NAME OF BUSINESS | POSITION OCCUPIED IN THE BUSINESS | % OF SHAREHOLDING IN THE BUSINESS | INDICATE BY TICKING X NEXT TO THE BUSINESS YOU ARE REPRESENTING IN THIS BID. |
|------------------|-----------------------------------|-----------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

13. PERIOD OF CONTRACTS

The events management contract will be running for a period of 3 years from the date of signing of the contract.

14. PRICE ADJUSTMENTS

No price adjustments will be allowed during the 1st year of the contract period, it will only be considered on the anniversary of the contract using Consumer price index (CPI) read with SBD 3.2 (price adjustment).

15. BRIEFING SESSIONS

You are invited to attend the non-compulsory bid information sessions that is scheduled for the following date.

Date : 23 November 2022

Time : 10:00

Venue : Bophelo House (Auditorium First Floor), C/O Charlotte Maxeke Street and Harvey Road, Bloemfontein.

The session will provide bidders with an opportunity to obtain clarity on certain aspects of the process as set out in this document and to address any substantial issues they might have.

16. SUBMITTING OF BID DOCUMENT/S

16.1 Completed bid documents should be sealed, clearly marked **DOH (FS) 20/ 2022/2023** and deposited in the bid box on the address stated in the invitation on or before 11:00 on Friday 09 December 2022 which is accessible 24 hours. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.

16.2 Proof of the following certified copies of documentation will be required:

- Proof of residential address (Municipality account or Municipal Clearance Certificate or lease agreement will be Required).
- Identification copies of owner / s.
- Company's registration e.g. CK document.
- Proof of Health Inspection Certificate.

16.3 Bidders are to ensure that all pages of the document are attached.

17. EVALUATION PROCESS

17.1 The evaluation process comprises the following phases:

| Phase I | Phase II | Phase III | Phase IV |
|---|---------------|------------------|--------------------------------|
| Administration and Mandatory bid requirements | Functionality | Price and B-BBEE | Recommendation and Appointment |

| Phase I | Phase II | Phase III | Phase IV |
|---|--|---|---|
| Compliance with administration and mandatory bid requirements Proof of Health Inspection Certificate | Bids will be evaluated in terms of functionality | Bids evaluated in terms of the 80/20 preference system subjected to the lowest bid received | Recommendation and appointment to the relevant Department |

17.2 Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated in this bid document. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.

17.3 Pre-qualification criteria for preferential procurement (defined in the Preferential Procurement Regulation, 2017) **(i) only bidders having B-BBEE status level of contributor of 1 must respond to the bid. A bidder that fails to meet the pre-qualifying criteria stipulated above is unacceptable bid.**

17.3 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD).

18. Valid Tax Clearance certificate or Tax compliance status pin

Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing. The CSD information will be used to determine the tax compliance status of the bidders

19. Responsive Bids

Bidders must ensure their bids are responsive by completing and signing, where applicable, all relevant bid documents. Non-compliance with this condition will invalidate the bid for such services offered.

19.1 Phase II: Functionality Evaluation as per the Terms of Reference

Functionality will be evaluated on the basis of the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

Rating

Prospective bidders will be rated on each functionality criterion in accordance with the following matrix.

Scale -: Poor = 1 Average = 2 Good = 3 Very Good = 4 Excellent = 5

| CRITERIA FOR FUNCTIONALITY | DOCUMENTS TO BE ATTACHED | MAXIMUM POINTS |
|---|---|----------------|
| <p>Bidder's relevant experience in the Event Management services.</p> <p>Successful completion of similar service:</p> <p>Number of reference letters = 15</p> <p>Above 5 letters = 15</p> <p>4 to 3 letters = 10</p> <p>2 to 1 letter = 5</p> <p>Value of the services rendered = 15</p> <p>Above the value of R1 500 000 = 15</p> <p>Up to the value of R1 000 000 = 10</p> <p>Up to the value of R500 000 = 5</p> | <p>List of services rendered with contact details, order number, appointment letters, number of projects and value service rendered</p> <p>Reference letters with contact details must be linked to the list provided.</p> <ul style="list-style-type: none"> - Work experience in terms of number of people and jobs - All orders to be considered should be 1 April 2016 till date. <p>In the event you have rendered services outside government, appointment letters should be provided and accompanied with an affidavit</p> | 30 |
| <p>Demonstrate the ability through:</p> <p>(i) Finances</p> | <p>(i) A bank statement showing at least a credit balance not less than R250 000 or letter of commitment to provide funding from a financial service provider</p> | 20 |
| <p>Service standards:</p> <p>Company profile relating to Event Management</p> <p>Portfolio = 20</p> <p>No submission = 0</p> | <p>The following information must be submitted:</p> <p>(i) Events portfolio</p> | 20 |
| <p>The proximity (locality) of the service provider to the service district/centre, FS based service providers:</p> <p>Free State = 20</p> <p>Outside FS = 10</p> | <p>Proof of residence or leasing agreement if not owning the property.</p> <p style="text-align: center;">or</p> <p>Proof of municipality accounts in the bidders' name</p> <p style="text-align: center;">or</p> <p>Municipality Clearance Certificate</p> | 20 |
| <p>Demonstrate future local empowerment in the Province should be contracted be awarded to you</p> <p><i>Proposal = 10</i></p> <p><i>No submission = 0</i></p> | <p>Proposal</p> | 10 |
| TOTAL FOR FUNCTIONALITY: | | 100 |

- 19.2 Bids will be evaluated in terms of the Preferential Procurement Regulation, 2017 and the bid evaluation criteria stipulated in this section.
- 19.1 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 19.2 The score for functionality will be determined by the Bid Evaluation Committee (BEC) whereby each member will rate each individual criterion or it may be decided to rate bidders collectively by allocating the specified points indicated or in other cases using the below scoresheet.

| Performance | Description | Score |
|-------------|---|-------|
| Excellent | Response meets and exceeds the functionality requirements | 5 |
| Very good | Above average compliance to the requirements | 4 |
| Good | Satisfactory should be adequate for stated elements | 3 |
| Average | Compliance to the requirements | 2 |
| Poor | Unacceptable , does not meet the set criteria | 1 |

- 19.3 Functionality scores per criteria will be added. Only bidders that have met or exceeded the minimum threshold of **70 points** for functionality will be evaluated and scored in terms of the pricing and socio-economic goals as indicated in the special conditions of contract.
- 19.4 Any proposal not meeting the minimum score of **70 points** on the technical/functionality evaluation will be disqualified.
- 19.5 The maximum of five (5) events management companies will be appointed to render the service to the Department. The Department will negotiate the flat rates with the bidders who score first (1st) to the fifth highest points in terms of the preferential procurement point system) .
- 19.6 Phase III: Preference Point System
- 19.7 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to Bidders on the basis of:
- The bid price (maximum 80 points)
 - Broad-Based Black Economic Empowerment (B-BBEE) status level of contributor (maximum 20 points)
- 19.8 The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- 19.7 A maximum of 20 points may be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

- 17.8 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.
- 17.9 The points scored by a Bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 17.10 Only Bidders who have completed fully and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.
- 17.11 Failure on the part of the Bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 17.12 The points scored will be rounded off to the nearest 2 decimals.
- 17.13 The bidders who are EME's and QSE are allowed to submit the valid sworn affidavit. The sworn affidavit should be issued using the form issued by the National Treasury. The sworn affidavit must be fully completed and signed by both deponent and the commissioner of Oath in order for the bidder to qualify for the points. The sworn affidavit issued by the Department of Trade and Industry will also be considered.
- 17.14 The bid will be awarded to the bidders who score the first five highest points in term sothe Preferential procurement point system.

18. OVERALL CRITERIA

| CRITERIA | MAXIMUM POINTS |
|--------------------|----------------|
| Price | 80 |
| BBBEE Rating | 20 |
| Grand Total | 100 |

19. ADJUDICATION OF THE BIDS

The adjudication of bids will be conducted in accordance with PPPFA (80/20) and the Preferential procurement Regulation, 2017, on price and functionality.

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Health. The five bidders who scored the first highest points will be considered and subjected to the negotiations in order to come up with the flat rate of the service package.

20. AWARD OF CONTRACT

20.1 Five bidders will be appointed to render the service to the Department of health.

20.2 The bid Adjudication committee will consider the recommendation of the bid evaluation committee and make recommendation of the HOD: Health.

21. LATE BIDS

21.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder.

22. COUNTER CONDITIONS

22.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders will result in the invalidation of such bids.

23. FRONTING

23.1 The Free State Department of Health supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

23.2 The Free State Department of Health, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department may have against the Bidder / contractor concerned.

24. SUPPLIER DUE DILIGENCE

24.1 The The Free State Department of Health reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.

24.2 Bidders must submit additional information when so requested

25. VERIFICATION OF BIDDERS

During the Bid Evaluation and Adjudication process, the status of the supplier must be verified. Should a default be detected, the procedure for the restriction of the supplier as stated in SCM Practice Note No. 5/2006 will be followed.

26. PRESENTATION

- 26.1 The Department may require presentations/interviews from the short-listed Bidders as part of the bid process.

27. COMMUNICATION AND CONFIDENTIALITY

- 27.1 The Free State Department of Health may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 27.2 All communication between the Bidder and the Free State Department of Health must be done in writing.
- 27.3 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 27.4 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 27.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.
- 27.6 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.
- 27.7 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Department of Health, except where authorized in writing to do so. All documents will remain the property to the FSDOH.

29. NEGOTIATIONS

- 29.1 The Free State Department of Health State reserves the right to negotiate with the shortlisted Bidder/s a flat rate prior to awarding of the bid and with the successful Bidder/s for more cost effective rates post awarding based on market conditions.

30. CONFIDENTIALITY

- 30.1 Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified that he/she has been awarded the contract.

- 30.2 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Department of Health, except where authorized in writing to do so.
- 30.3 Free State Department of Health agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except as required and/or authorized by law after awarding of the bid.

31. AGREEMENTS

- 31.1 A Service Level Agreement shall be entered into with the Free State Department of Health to clarify specific operational provisions. The Service Level Agreement will be subject to the General Condition of Contract (GCC) and the Special Condition of Contract (SCC).
- 31.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid **DOH (FS) 20/2022/2023**, the Department may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

32. SETTLEMENT OF DISPUTES

- 32.1 Notwithstanding clauses 27 of the GCC, mediation proceedings will not be applicable to this contract.

33. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

- 33.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Department of Health or any Department or Government entity may not conduct business with the State.
- 33.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 33.3 The Free State Department of Health may not award any tender or enter into any contract with an employee in the employment of the State.
- 33.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

34 ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

- 34.1 Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bid.

35 THE BIDDER MUST COMPLETE THE FOLLOWING

I _____ in my capacity as _____ of the company, hereby certifies that I take note and accept the above-mentioned Special Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

SECTION 2

20

30.

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

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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: DOH (FS) 20/ 2022/2023 |
|------------------------------------|--|--|
| Closing Time 11:00 on _____ | | Validity Period: 120 Days |
| ITEM | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| | BID FOR THE EVENT MANAGEMENT SERVICES TO FREE STATE DEPARTMENTS | |
| 1. | BREAKFAST | COST PER PERSON |
| 1.1 | English Breakfast Eggs (boiled/ scrambled/ poached or baked) Bacon/Fish Cakes Sausage (beef/pork/chicken or lamb) Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI) Cereals/Soft porridge Fresh Fruit Salad Yoghurt (250ml) assorted Tea plain/Rooibos Coffee (caffenaited/de-caffenaited) 100% Juice 500ml bottle screw topped (assorted) 500ml Bottled Water screw topped Sugar (brown, white or sweetner) honey, lemon slices Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer Wrapped Toothpicks Serviettes Cutlery and Crockery | |
| 1.1 | Morning Tea | |

| | | |
|------------|---|--|
| | <p>Tea plain/Rooibos</p> <p>Coffee (caffenaited/de-caffenaited)</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw topped</p> <p>Sugar (brown, white or sweetner) honey, lemon slices</p> <p>Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer</p> <p>Variety of Fresh Fruit</p> <p>Cheese pre-sliced and spreads</p> <p>Savoury and sweet muffins (variety)</p> <p>Wrapped Toothpicks</p> <p>Serviettes</p> <p>Cutlery and Crockery</p> | |
| 2. | LUNCH | |
| 2.1 | Starter: A choice of one plus a vegetarian option | |
| | Chicken salad | |
| | Chicken livers | |
| | Fish on a bed of lettuce | |
| | Mini Quiche | |
| | Vegetable sticks with a dip | |
| 2.2 | Main Course (1): | |
| | Savoury Rice/Plain Rice | |
| | Roasted Chicken (1/4 chicken breast/leg) | |
| | Lamb Chops (2 chops) best-end | |
| | Creamed Spinach with Feta | |
| | Butternut (roasted with cinnamon) | |
| | Greek Salad | |
| | Pasta Salad | |
| | 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) | |
| | 500ml Bottled Water screw topped | |
| 2.3 | Main Course (2): | |
| | Savoury Rice/Plain Rice | |

| | | |
|------------|--|--|
| | <p>Lamb Chops (2 chops) best-end</p> <p>Butternut (roasted with cinnamon)</p> <p>Greek Salad</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw topped (Still and/or Sparkling)</p> | |
| | DESSERT | |
| 2.4 | <p>One of the following:</p> <p>Ice cream</p> <p>Fudge Picasso</p> <p>Strawberry Cheesecake</p> <p>Malva pudding with Custard</p> <p>Cheese Cake/Lemon Cheese Cake</p> <p>Fresh Fruit Salad</p> | |
| 3. | DINNER | |
| 3.1 | <p>Starter:</p> <p>Chicken salad</p> <p>Chicken livers</p> <p>Fish on a bed of Lettuce</p> <p>Mini Quiche</p> <p>Soup (vegetable soup with cocktail bun)</p> | |
| 3.2 | <p>Main Course:</p> <p>Savoury Rice/Plain Rice</p> <p>Two of the following meats:</p> <ul style="list-style-type: none"> • Fish (fried/grilled) Tartare sauce • Roasted Beef with gravy • Roasted Chicken (1/4 chicken breast/leg) • Lamb Chops (2 chops) best-end <p>Two of the following salads:</p> <ul style="list-style-type: none"> • Potato Salad • Red Kidney Bean • Greek Salad with Feta Cheese (Salad dressing separate) • Pasta Salad <p>Two of the following vegetables:</p> <ul style="list-style-type: none"> • Roasted Vegetables | |

| | | |
|--------------|--|--|
| | <ul style="list-style-type: none"> • Greenbeans with Potatoes • Butternut (roasted with cinnamon) • Creamed Spinach with Feta <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw topped</p> | |
| 3.3 | MASS CATERING | |
| 3.3.1 | <p>Healthy pre-pack Meal</p> <p>1 White and 1 Brown bread Roll (individually wrap)</p> <p>Fillings: Ham and Cheese or Chicken and Mayonnaise or polony</p> <p>2 x Fruit in season</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw topped</p> <p>1 x Energy Bar</p> <p>Packaging: Brown paper bag and bread wrap seperately</p> <p>Delivery: Cold chain must be maintained</p> | |
| 3.3.2 | <p>Healthy pre-pack Meal</p> <p>1 buttered White and 1 Brown bread Roll (individually wrap)</p> <p>1 x Chicken Quarter Leg</p> <p>2 x Fruit in season</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw topped</p> <p>Packaging: Brown paper bag and bread wrap seperately</p> <p>Delivery: Cold chain must be maintained</p> | |
| 3.3.3 | <p>Potjiekos and Pap (Game/Red Meat)</p> <p>Portion per person minimum: 250g Pap, 150g meat and 200g mix vegetables.</p> <p>Packaging: Polystyrene container with plastic cutlery</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water screw top</p> | |
| 3.3.4 | <p>Light snack</p> <p>50g salted peanuts</p> <p>50g dried fruit mix</p> | |

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| | <p>3 x cocktail buns (individually wrapped) fillings, ham and cheese, peanut butter and jam</p> <p>1 x fresh fruit in season</p> <p>1x pack of dried chips</p> <p>100% 500 ml juice screw top bottle</p> <p>500ml bottled water</p> <p>Packaging: Prepack in brown paper bag</p> <p>Delivery: Cold chain to be maintained.</p> | | |
| 4. | AUDIO VISUALS | PRICE | |
| | DESCRIPTION | 1000-5000 people | 5000-10000 people |
| 4.1 | PA System for indoors | | |
| 4.2 | Sound system for indoors with backline for a live band | | |
| 4.3 | PA system for outdoors | | |
| 4.4 | Sound system for outdoors with backline for a live band | | |
| 4.5 | 1 x Data Projector and Screen | | |
| 4.6 | 1 x Data Projector and Screen, Camera and Technician (indoors) | | |
| | 1 x Data Projector and Screen, Camera and Technician (outdoors) | | |
| 4.7 | 2 x Data Projector and Screens, Cameras and Technician (indoors) | | |
| | 2 x Data Projector and Screens, Cameras and Technician (outdoors) | | |
| 4.8 | Plasma Screen | | |
| | Outdoor Screen | | |
| 4.9 | Basic Lighting for Tent | | |
| 4.10 | Cordless Microphone | | |
| 4.11 | Lapel Microphone | | |
| 4.12 | Smoke Machine | | |
| 4.13 | Generator/Backup Power | | |
| 4.14 | Stage | | |
| 4.15 | Airconditioners or Industrial Fans | | |
| | DESCRIPTION | COLOUR | UNIT PRICE |
| 5. | SEATING AND TABLES | | |
| 5.1 | Aki Chairs | White | |

| | | | |
|-----------|--|---------------------------------|-------------------|
| 5.2 | Bankquet Chairs | Blue | |
| 5.3 | Riviera Chairs | White | |
| 5.4 | Checky Bar Stool | Silver with Crome Seat | |
| 5.5 | Z-Bar Stool | Silver with Black Seat | |
| 5.6 | Tub Chairs | Black, Red, White, Brown & Blue | |
| 5.7 | One Seater Couches | Black | |
| 5.8 | Two Seater Couches | Black, Red, White & Brown | |
| 5.9 | Three Seater Couches | Black, Red, White & Brown | |
| 5.10 | Ottomans | White/Black | |
| 5.11 | Round Table | Supperwood Top | |
| 5.12 | Steel Rectangular Table | Superwood Top | |
| 5.13 | Wooden Rectangular Table | Steel Top | |
| 5.14 | Half Round Table | Superwood Top | |
| 5.15 | Conference Table | Oak Finish Top | |
| 5.16 | High Cocktail Table | Rust/Wooden | |
| 5.17 | Low Cocktail Table | Rust/Wooden | |
| 5.18 | Sherry | Wooden Top | |
| 5.19 | High Cocktail Table | Aluminium Top | |
| 5.20 | Coffee Table | Black/Brown with glass Top | |
| 6. | DRAPING | PRICE PER M | |
| 6.1 | Full Roof Draping | | |
| 6.2 | Strip Draping | | |
| 6.3 | Sides/Scaping Only | | |
| 6.4 | Free Standing Draping | | |
| 7. | ABLUTION FACILITIES (Fully serviced) | Price per Unit | |
| 7.1 | Non Flush Toilets with hand wash stand | | |
| 7.2 | Flush Toilets | | |
| 7.3 | Executive Portable | | |
| 7.4 | Trallor Unit | | |
| 7.5 | Toilets for persons with disabilities (different catagories) | | |
| 8. | DECORATING | DESCRIPTION | UNIT PRICE |
| | CANDLES | | |
| 8.1 | Altar Candles | 15cm White | |

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|-----------|-------------------------------|---------------|--|
| | Altar Candles | 15cm Gold | |
| | Altar Candles | 25cm White | |
| | Altar Candles | 35 cm White | |
| 8.2 | Pillar Candles | 15cm White | |
| | Pillar Candles | 25cm White | |
| | Pillar Candles | 35cm White | |
| | Pillar Candles | 50cm White | |
| | Pillar Candles | 65cm White | |
| | Pillar Candles | 80cm White | |
| | Pillar Candles | 1m White | |
| 8.3 | Ball Candles | 12cm White | |
| | Ball Candles | 12 cm Gold | |
| | Ball Candles | 15cm White | |
| | Ball Candles | 17cm White | |
| | Ball Candles | 20cm White | |
| | Ball Candles | 20cm Gold | |
| | Ball Candles | 25cm White | |
| 8.4 | Square Candles | 15cm White | |
| | Square Candles | 25cm White | |
| | Square Candles | 35cm White | |
| 8.5 | Floating Candles | Pool | |
| | Floating Candles | Small | |
| | Floating Candles | Medium | |
| | Floating Candles | Large | |
| | Floating Candles | Dinner Candle | |
| 8.6 | Candelabra | 90cm | |
| | Canadelabra | 30cm | |
| 8.7 | Astra Silver Square Container | 15cm | |
| | Astra Silver Square Container | 25cm | |
| | Astra Silver Square Container | 1m | |
| 9. | CENTRE PIECES (URNS) | | |
| 9.1 | Silver Pewter Urn | Trumpet | |

| | | | |
|------|------------------------------|--------------------|--|
| | Silver Pewter Urn | Large | |
| | Silver Pewter Urn | Medium | |
| | Silver Pewter Urn | Small | |
| | Silver Pewter Urn | X Small | |
| | Silver Urn | X Large | |
| | Silver Urn | Large | |
| | Silver Urn | Medium | |
| | Silver Urn | Small | |
| | Candelabra | 90cm | |
| | Candelabra | 30cm | |
| 10. | CENTRE PIECES (GLASS) | | |
| 10.1 | Cone Stand & Vass | 90cm | |
| | Cone Stand & Vass | 1.2m | |
| | Cone Stand & Vass | 1.6m | |
| 10.2 | Glass | Rose Vase | |
| | Glass | Tall Chalice Vase | |
| | Glass | Julie Vase | |
| | Glass | Martini Vase | |
| | Glass | Eve Bowls | |
| | Glass | Flat Round Bowl | |
| | Glass | Rose Bowl (Large) | |
| | Glass | Rose Bowl (Medium) | |
| | Glass | Rose Bowl (Small) | |
| 10.3 | Square Glass Holder | 7cm | |
| | Square Glass Holder | 10cm | |
| | Square Glass Holder | 15cm | |
| | Square Glass Holder | 25cm | |
| 10.4 | Mirror | 10cm | |
| 10.5 | Long Holder | 10x35x8cm | |
| 10.6 | Double Bowl | | |
| 10.7 | Manda & Stand | | |
| 10.8 | Half Moon Stand | | |

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| 10.9 | Wavy Edged Bowl | | |
| 10.10 | Glass Cake Stand | | |
| 10.11 | Stand | | |
| 10.12 | V-Bowl | | |
| 10.13 | T-Light Holder | | |
| | Dinner Candle Holder | | |
| 10.14 | White Bowl | Large | |
| | White Bowl | Medium | |
| | White Bowl | Small | |
| 10.15 | Bottle | | |
| 10.16 | Bell | | |
| 10.17 | Storm Lantern | Large | |
| | Storm Lantern | Small | |
| 11. | CENTRE PIECE (RUSTED) | | |
| 11.1 | Rusted Pillars | 1.2m Lattice Pillar | |
| | Rusted Pillars | 1.6m Lattice Pillar | |
| | Rusted Pillars | Pyramid Stand | |
| 12. | TABLE STAND (RUSTED) | | |
| 12.1 | Table | Table Africa Stand | |
| | Table | Table Crystal Stand | |
| | Table | Lapa Stand | |
| | Table | Horizon Folding Stand | |
| | Table | Snake Stand | |
| | Table | Fruit Bowl | |
| | Table | Bird's Nest | |
| | Table | Rusted Flower | |
| | Table | Handbag & Shoe | |
| | Table | Wooden Tray | |
| | Table | Bronze Latern | |
| | Table | Italian Urn | |
| 13. | FLOOR STANDS (RUSTED) | | |
| 13.1 | Floor | Floor Africa Stand | |

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|------------|-----------------------------|-----------------------------|--|
| | Floor | Floor Crystal Stand | |
| | Floor | Guest List Stand | |
| | Floor | Horizon Pulpit | |
| | Floor | 2-Bucket Stand | |
| | Floor | 5 Candle Cream Stand | |
| | Floor | Bird Cage Stand | |
| | Floor | Garden Lantern | |
| | Floor | Wooden Pulpit | |
| | Floor | French Cream Confetti Stand | |
| | Floor | C Stand | |
| | Floor | Jewish Altar Stand | |
| | Floor | Flower Stand | |
| | Floor | Clasicial Stand | |
| | Floor | 8 Candle Stand | |
| | Floor | 5 Candle Stand | |
| | Floor | Bicycle | |
| | Floor | Stand with baskets | |
| 14. | PILLARS | | |
| 14.1 | White Cream Pillars | 90cm | |
| | White Cream Pillars | 1.2m | |
| | White Cream Pillars | 1.6m | |
| 15. | GENERAL TABLE STANDS | | |
| 15.1 | Table | Wooden Latern | |
| | Table | Square Wooden Tray | |
| 15.2 | Washed Terracotta Pot | Small | |
| | Washed Terracotta Pot | Large | |
| 15.3 | Table | French Cream Candelabra | |
| | Table | French Cream Cone Stand | |
| | Table | 4 Candle Cream Stand | |
| | Table | Envelope Holder | |
| | Table | New French Squares | |
| 15.4 | French Latern | | |

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| 15.5 | Black Table | C-Stand | |
| | Black Table | Small Konka | |
| | Black Table | Large Konka | |
| | Black Table | Outdoor Konka | |
| | Black Table | 8 Candle Round Holder | |
| | Black Table | Church Stand | |
| 16. | GENERAL | | |
| 16.1 | Confetti Basket | | |
| 16.2 | Wire Basket | | |
| 16.3 | Crystal Bunch | | |
| 16.4 | Wooden Braiden Ring | X Small | |
| | Wooden Braided Ring | Small | |
| | Wooden Braided Ring | Medium | |
| | Wooden Braided Ring | Large | |
| 16.5 | Wooden Vine Basket | Small | |
| | Wooden Vine Basket | Large | |
| 16.6 | Photo Frame Talbe Numbers | | |
| 17. | CROCKERY | | |
| 17.1 | Plates | Buffet | |
| | Plates | Dinner | |
| | Plates | Side | |
| | Plates | Dessert | |
| | Plates | Mug | |
| 17.2 | Square Plates | Dinner | |
| | Square Plates | Side | |
| | Square Plates | Dessert | |
| | Square Plates | Cup & Saucer | |
| 17.3 | Silver Border Plates | Dinner | |
| | Silver Border Plates | Side | |
| | Silver Border Plates | Dessert | |
| | Silver Border Plates | Cup & Saucer | |
| 17.4 | Arco Plates | Dinner | |

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| | Arco Plates | Breakfast | |
| | Arco Plates | Side | |
| | Arco Plates | Dessert | |
| | Arco Plates | Starter | |
| | Arco Plates | Cup & Saucer | |
| 17.5 | Glasses | Red/White Wine | |
| | Glasses | Champagne | |
| | Glasses | Hi Ball | |
| | Glasses | Zombi | |
| | Glasses | Goblet | |
| | Glasses | Beer | |
| | Glasses | Tot | |
| | Glasses | Sherry | |
| 18. | GENERAL GLASSWARE | | |
| 18.1 | Crystal Red Wine | | |
| | Crystal White Wine | | |
| | Crystal Champagne | | |
| | Crystal Sherry | | |
| 18.2 | Long Flute | | |
| 18.3 | Martini | | |
| 18.4 | Teardrop Pilsner | | |
| 18.5 | Jug | | |
| | Big Jug | | |
| | Silver Jug | | |
| 18.6 | Salad Bowl Glass | Small | |
| | Salad Bowl Glass | Medium | |
| | Salad Bowl Glass | Large | |
| 18.7 | Salad Bowl White | Small | |
| | Salad Bowl White | Medium | |
| | Salad Bowl White | Large | |
| 18.8 | White & Glass | Medium | |
| 19. | MISCELLANEOUS CROCKERY | | |

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|------------|---------------------------------------|--|--|
| 19.1 | Salt & Pepper Set | | |
| | Silver Salt & Pepper Set | | |
| 19.2 | Pate Bowl | | |
| 19.3 | White Carafe | | |
| 19.4 | Tray | | |
| 19.5 | Sugar Bowl | | |
| 19.6 | Milk Jug | | |
| 19.7 | Coffee & Tea Pot | | |
| 19.8 | Urn | | |
| 19.9 | Ice Bucket | | |
| | Ice Bucket with Stand | | |
| | Perspex Ice Basket | | |
| 19.10 | Chafing Dish | | |
| 19.11 | Punch Bowl | | |
| 20. | ELOFF CUTTLERY | | |
| 20.1 | Fork | | |
| 20.2 | Knife | | |
| 20.3 | Soup & Dessert Spoon | | |
| 20.4 | Fish & Dessert Fork | | |
| 20.5 | Fish & Dessert Knife | | |
| 20.6 | Cake Fork | | |
| 20.7 | Teaspoon | | |
| 20.8 | Steak Knife | | |
| 21. | IMPULSE & ROYALTY CUTTLERY | | |
| 21.1 | Fork | | |
| 21.2 | Knife | | |
| 21.3 | Soup & Dessert Spoon | | |
| 21.4 | Fish & Dessert Fork | | |
| 21.5 | Fish & Dessert Knife | | |
| 21.6 | Cake Fork | | |
| 21.7 | Teaspoon | | |
| 22. | GENERAL (CUTTLERY) | | |
| 22.1 | Cake Lifter | | |

| | | | | | |
|------------|----------------------------------|-------------|------------------|-------------|-------------|
| 22.2 | Wedding Cake Knife | | | | |
| 22.3 | Serving Spoon | | | | |
| 22.4 | Salad Server | | | | |
| 22.5 | Carving Knife | | | | |
| 22.6 | Carving Fork | | | | |
| 22.7 | Tong | | | | |
| 23. | UNDERPLATES | | | | |
| 23.1 | Silver | | | | |
| 23.2 | Pewter Silver | | | | |
| 23.3 | Stainless Steel Silver | | | | |
| 23.4 | Embossed Silver | | | | |
| 23.5 | Gold | | | | |
| 23.6 | Gold Square | | | | |
| 23.7 | Bronze | | | | |
| 23.8 | Bronze Gold | | | | |
| 23.9 | Black | | | | |
| 24. | GLASS DISKS (UNDERPLATES) | 30cm | 40cm | 50cm | 90cm |
| 24.1 | Underplate | | | | |
| 24.2 | Square Mirror (50x40cm) | | | | |
| 25. | LINEN & TABLE CLOTHS | | | | |
| 25.1 | Mini Matt Table Cloths | | 3m Round | | |
| | Mini Matt Table Cloths | | 2.7m x 1.5m Long | | |
| 25.2 | Linen Serviette | | | | |
| 25.3 | Frill | | | | |
| 26. | DAMASK TABLE CLOTHS | | | | |
| 26.1 | Round | | 3 m | | |
| 26.2 | Long | | 3.2x2. 4m | | |
| 26.3 | Serviette | | | | |
| 27. | VELVET TABLE CLOTHS | | | | |
| 27.1 | Round table cloths | | 3 x 3cm | | |
| 27.2 | Square table cloths | | 3 x 3cm | | |
| 28. | OVERLAYS | | | | |
| 28.1 | Organza Table Cloth | | | | |