



BID NAME : RE-LAUNCH MACUFE EVENT FOR THE 2022.

REQUEST FOR BIDS FOR THE PROVISION FOR THE DEPARTMENT

The department requests your bids on the rendering of event management services listed hereunder and /or on the available bids documents . Please furnish all information as requested and return your bids on the date stipulated on **SBD1**. Late and incomplete submissions will invalidate the bids submitted.

1. BID REQUIREMENTS

- 1.1 All the Relevant Forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorised official
2. All documents to be submitted should be completed with black ink.
3. Kindly take note of the following attached documents:

- Section 1:** Standard Bidding Documents
Section 2: Special Conditions of Contract
Section 3: General Conditions of the Contract
Section 4: Bid Specification

4. EVALUATION CRITERIA AND PROCESSES TO BE USED

The evaluation process will entail the following phases:

- i. Phase1 - Administration and Mandatory bid requirements
- ii. Phase 2 - Functionality
- ii. Phase 3 - 80/20 Points preference system
- iv. Phase 4 - Recommendation and Appointment



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The department requests your bids on the rendering of event management services listed hereunder and /or on the available bids documents . Please furnish all information as requested and return your bids on the date stipulated on SBD1. Late and incomplete submissions will invalidate the bids submitted.

No	Description	QUALITY
	RE-LAUNCH MACUFE EVENT FOR THE 2022.	02/10/2022 till 09/10/2022

REQUIREMENTS:

1. BID REQUIREMENTS

- 1.1 All the Relevant Forms attached to this bid documents must be completed and signed in Ink where applicable by a duly authorised official

2. REQUIRED DOCUMENTATION

The prospective bidders are required to provide the following documentation:

- 2.1 Original completed and signed applicable Bid Documents (SBD 1, 3.1, 4, 6, /)
- 2.2 Company Registration Certificate from the Registrar of Companies (CK2)
- 2.3 SARS PIN
- 2.4 Joint Venture Agreement signed by both parties where applicable
- 2.5 SANAS BBBEE Certificate or DTI SWORN Affidavit
- 2.6 Consolidated BBBEE Certificate in case of a Joint Venture
- 2.7 Originally Certified Copies of Identity Documents of the main shareholders / Directors of the Company
- 2.8 CSD (MAAA number)

3. EVALUATION CRITERIA AND PROCESSES TO BE USED

The evaluation process will entail the following phases:

- i. Phase1 - Administration and Mandatory bid requirements
- ii. Phase 2 - Functionality
- ii. Phase 3 - 80/20 Points preference system
- iv. Phase 4 - Recommendation and Appointment

Section 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER: SCM MACUFE 01/2022		CLOSING DATE: 05/08/2022		CLOSING TIME: 11H00	
DESCRIPTION: Relaunch of Macufe 2022					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Zana building					
Corner of Hill and Henry street					
Bloemfontein					
9300					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr M Mbenya		CONTACT PERSON	Mr B Swanepoel	
TELEPHONE NUMBER	0664790781		TELEPHONE NUMBER	0664791940	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	mbenya.m@sacr.fs.gov.za		E-MAIL ADDRESS	barry@sacr.fs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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 THE QUESTIONNAIRE BELOW)
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

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... SCM MACUFE 01/2022.....
Closing Time 11:00	Closing date...05/08/2022.....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
1	_As per specification_	_Relaunch of Macufe	R_____

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

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

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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.
- 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	<u>80</u>
B-BBEE STATUS LEVEL OF CONTRIBUTOR	<u>20</u>
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

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

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:
 80/20 or 90/10

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

Where

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmax = Price of highest acceptable bid

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

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

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

- 7.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....
.....

Section 2

PART A: SPECIAL CONDITIONS

1. PURPOSE

Bids are hereby invited from prospective service providers for the Mangaung African Cultural Festival (MACUFE) Event Management Services to be rendered to the Department of Sport, Arts, Culture and Recreation (SACR) until end of MACUFE 2022.

2. OBJECTIVES

2.1 The MACUFE Event Management Services is applicable to the Department of SACR for a period of 02 October to 09 October 2022.

2.2 The appointed service provider should, through this project, assist the Department in realising its strategic objectives of

- Artist promotion
- Value for money
- Cost effectiveness and efficiency
- Compliance with applicable laws and regulations
- Social Cohesion and nation building
- Heritage promotion
- Local Economic Development
- Promote local content
- Economic impact
- Tourism

3. REQUIREMENTS OF BID

3.1 Catering for Events

3.2 Clearing and preparation of sites (Before, during and after the festival)

3.2.1 Clearing of sites (before, during and after the festival)

3.2.2 Organising

3.2.3 Cleaning and clearing the site of all rubbish and equipment.

3.3 Signage

3.3.1 Provide signage

3.3.2 All areas should be properly demarcated and have proper signage

3.3.3 The following categories for parking signage should be catered for:

3.3.3.1 Public vehicles

3.3.3.2 VIP

3.3.3.3 VVIP

3.3.3.4 Officials

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

3.3.3.5 Media

3.3.3.6 Artists and VOC

3.3.3.7 Hawkers and Crafters Stalls

3.4 Crowd Control Barriers

3.4.1 Provide proper crowd control barriers around the stage, VIP sitting and dining areas in all venues.

3.5 Security

3.5.1 Arrange security for logistical material/equipment

3.5.2 Duly registered security companies and officials in terms of the Private Security Industry Regulation Act (PSIRA), 2001 (Act No 56 of 2001) must be availed to assist at entrances to do body searches for weapons and other prohibited items when needed.

3.5.3 Assist SAPS with crowd control at the events as and when necessary

3.5.4 Security personnel must be in a uniform and they must be clearly recognisable.

3.6 Co-ordination and Verification

3.6.1 Work Closely with the delegated government officials before, on the day and in the aftermath of the event

3.7 Financial Arrangements

3.7.1 The bidder shall provide a detailed cost breakdown per item and per event as stated in the Annexures A - N attached to this document (PART B).

3.7.2 MACUFE remains a departmental festival and the successful bidder will be appointed as a service provider

3.7.3 The successful bidder should provide the department with third party invoices.

3.7.4 The successful bidder **MUST** pay sub-contractors and artists and produce proof of payment to the department.

3.8 Registration and Supporting Documents

The following documents are required:

3.8.1 CSD (MAAA NUMBER)

3.8.2 PSIRA Certificate of both companies and individuals (security)

3.8.3 Joint Venture (JV) agreement (in case of joint venture) joint venture agreement signed by both parties

3.8.4 JV to also submit separate tax pin

3.8.5 Company's registration e.g., CK document.

3.8.6 Proof of Health Inspection Certificate

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

3.8.7 SARS pin for all parties on the Joint Ventures (JVs)

3.8.8 Public Liability Insurance Certificate

3.8.9 Original certified copies of Identity Document of the main shareholders / Directors of the company/ies

3.8.10 DITC SWORN Affidavit, SANAS BBBEE Certificate or CIPC

3.9 Transportation

Transportation cost must be included in the total cost of the bid

3.10 Hygiene and Cleanliness / Catering

3.10.1 The department reserves the right to visit the premises of the caterer/s at any given time to monitor hygiene standards. It is important for caterers to adhere to the principles of good hygiene and understand the implications of bad hygiene practices in their business practices.

3.10.2 The acceptability certificate to Environmental Health Services (EHS) must be issued before catering takes place.

3.11 Cleaning and Removal of Waste after Catering

3.11.1 The appointed Service Provider needs to ensure that the caterer adheres to cleanliness requirements in the area of operation (dining rooms, kitchens, boardrooms etc.) including transportation. The caterer shall be responsible for maintaining areas in a suitable and tidy state throughout the catering period. The caterer shall ensure that work surfaces are cleaned in accordance with good cleaning practices to minimize the risk of cross contamination.

3.12 Utensils

The Service Provider must ensure that the caterer provides own cutlery, crockery, tablecloths, overlays, food warmers and mobile cooling trucks/facilities. (All must be clean and in good condition)

3.13 Punctuality

- a) The Service Provider must ensure full adherence to times/schedules stipulated per event.
- b) The caterer should always co-ordinate with the contact person to keep track of meal times, tea times etc.

3.14 Scope of Work

- a) Services Provider is required to render the services as per the Annexures attached to this document (PART B).
- b) The department reserves the right to effect changes on specifications or scope of work

3.15 Obligations of the Service Provider

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

The service provider is, amongst other things, expected to perform the following:

- a) General event management services, including supervision/overseeing operations of personnel involved in the project at all times.
- b) Ensure sufficient provision of quality service at all times.
- c) Submit invoices in accordance with the Service Level Agreement
- d) Submit all compliance certificates required in terms of Safety at Sports and Recreational Events Act No.2/2010 and Regulations including Occupational Health and Safety (OHS) standards and norms prior to the event.
- e) The service provider is obliged to clear all communication with the festival director

3.16 Facility Management

- a) Service provider should adhere to principles of energy and waste management in all facilities at all times.
- b) The service provider shall also be responsible for any loss or damage to the facilities and equipment caused by the negligence of the service provider and its employees. Replacement of damages and losses will be in accordance with the departmental internal control relating thereto.
- c) The service provider shall notify the department immediately of any breakages and/or damages.

3.17 Quality of Food

3.17.1 Presentation

Service Provider must comply with the following conditions with respect to the quality of food:

- a) Presentable
- b) Appetizing
- c) Elegance (neatly presented and displayed including Bain-Marie's and platters).

3.17.2 Taste

- a) All meals served must undergo food security process under the auspices of EHS.
- b) Food must be palatable, i.e. no burnt taste, too salty, over or under seasoned or taste bland.
- c) The preferences of the guest (including religious, cultural and dietary preferences) must be taken into account based on what is available in the menu.
- d) Apply healthy cooking methods in all instances.

3.17.3 Texture

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Meat, Chicken and Fish must follow the following requirements in terms of texture:

- a) Must not be dry and stringy
- b) Must be juicy and tender
- c) Must not be tough and rubbery
- d) All saucy dishes must not be oily and must be correctly balanced in terms of sauce and meat.
- e) Trim excess fat.
- f) All meat must be fresh and safe for human consumption.

3.17.4 Vegetables and Starches

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

Sauces

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

3.18 Serving

- a) Each dish must have its own serving utensils.
- b) No food is to be served by hand or with the aid of fingers.
- c) The size of the serving utensils must be appropriate to the portion's size (e.g. ladles for soup).
- d) Slotted spoons may not be used for serving sauce dishes.
- e) All fire cooked and grilled items must be served with tongs only.
- f) Chips, other roasted or fried potatoes must be served with a tong or suitable scoop.
- g) Clean crockery and cutlery must be used at all times and it must be in a good condition.
- h) Glassware must be in a good condition and not chipped or cracked.
- i) All juices served must be 100% fruit juice and may not be diluted.
- j) Covered toothpicks and serviettes must be available to guests
- k) Servers must be clean and appropriately dressed and should be well behaved at all times.
- l) Cook and servers should wear head caps

3.19 Temperature Control

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

- a) Food must not be reheated.
- b) Food and beverages (hot & cold) must be maintained in acceptable temperatures.

3.20. Equipment Requirements

- a) Service provider must determine their equipment needs according to the menu that is being served.
- b) Service providers are responsible to supply all catering equipment when catering for a function.
- c) It is important that service providers understand that all catering equipment should be in a good and acceptable condition and of good standard.

Equipment requirements 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 Meals Plates, Dessert Plates, Side Plates, Soup, Fish Plates
Glasses	<ul style="list-style-type: none">Water, Fruit Juice
Tea and Coffee utensils	<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

The service provider must further:

- a) Ensure that all the above items have been cleaned and correctly sanitized before use.
- b) Ensure crockery is not chipped or cracked. Do not use if fingerprints/ lip prints marks are visible.
- c) Tablecloth/s should be clean, freshly laundered and free if any marks or tears.
- d) Ensure all serving dishes have been cleaned and free from cracks and damage
- e) Teapots and coffee jugs need regular descaling inside to remove the tannin stains and water scale.
- f) Cruets need to be emptied regularly and cleaned then dried and refilled.
- g) Oil and vinegars bottles must be washed regularly to avoid stickiness.
- h) Sugar and salt containers must be kept absolutely dry to avoid absorbing moisture.
- i) Cutlery should be stored in divided trays away from any dust or grease.
- j) Glassware should be stored in inverted trays away from any dust or grease.
- k) Never touch food or the inside of glasses, cups, or plates.
- l) Sugar bowls, cups, and milk jugs, must not be picked up or carried by hand over the top.
- m) Dishes, plates, glasses, etc. may not be cleaned or polished in the presence of guests.
- n) If a guest drops a piece of cutlery it must replace with a clean one.
- o) It is the Service Provider's responsibility to train its officials on the above mentioned (a – n)

3.2.1 Costing

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

- a) Prices must be inclusive of all costs
- b) Total price should be reflected in the SBD 3,1

4 BRIEFING SESSION

Bidders are encouraged to attend a briefing session. Briefing session is **not** compulsory

5. SUBMISSION OF BID DOCUMENTS

Completed bid documents should be sealed, clearly marked (**SCM-MACUFE 01/2022**) and deposited in the bid box at the address stated in the invitation on **05 August 2022** at or before **11:00am**. The only time that will be considered by the department will be based on the Telkom clock.

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

6 EVALUATION PROCESS

6.1 The overall adjudication of this bid will be evaluated in terms of the **Preferential Procurement Policy Framework Act No.5 of 2000** and the Preferential Procurement Regulations, 2017. 80/20 Preferential Point System, whereby a value of 80 points will be allocated for the total competitive costs(price) of the bid and 20 points will be allocated for B-BBEE Status Level of Contribution will be applied. The formula is set out in Form SBD 6.1.

6.1.1 The total of 45 points will be allocated for functionality. The assessment of functionality will be done separately from the 80/20 preference points system. It should be noted that bidders who fail to meet minimum threshold of 32 points will not be considered for further evaluation.

The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV
Administration and bid requirements	Functionality	Price and B-BBEE	Recommendation and Appointment
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 80/20 preference system	Recommendation and appointment to the relevant Department

Failure to comply with Phase I will invalidate the bid.

6.2 Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated hereunder. 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.

6.2.1 **Pre-qualification criteria for preferential procurement (defined in the Preferential Procurement Regulations, 2017)**

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

- (i) Only tenderers having B-BBEE status level of contributor 1 to 3 may respond to this bid.

A tender that fails to meet the pre-qualifying criteria stipulated above is an unacceptable tender.

6.2.2 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.

Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)

Complete your registered CSD vendor number on the checklist.

Provide a copy of the CSD Registration "Summary Report".

6.2.3 Valid and SARS tax compliance status pin

Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing and submit a valid tax compliance status pin.

6.2.4 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.

6.3 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:

Functionality:

Criteria	Supporting documents	Points allocated	
Knowledge (Revealing clearly the bidding entity's understanding of components of the Scope of Work requirements on events management for events of similar kind) <ul style="list-style-type: none"> 1) Sourcing and Management of Artists = 2 points 2) Management of Physical Infrastructure (including temporary infrastructure and equipment) for the Event – 2 points 3) Management of Catering/hospitality Services in line with required health and safety standards = 2 points 4) Coordination of Security Services, Application of Health and Safety standards = 2 points 5) Marketing, publicity and promotions = 2 points 	<p>Based on presentation (Content of the presentation to be assessed in accordance with Events Management requirements in particular Macufe general requirements). Elements to be assessed includes:</p> <p>The presentation should outline the five elements illustrating knowledge clearly detailing the criteria to be used for implementation</p> <p>Supporting documents may include, but not limited to:</p> <ul style="list-style-type: none"> ❖ Company profile ❖ OHS Certificate ❖ Newspaper articles 	10	

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

<p>Experience</p> <p>Bidders should submit reference letters, purchase order and business profile with sworn affidavit as a proof of track record in implementation of the similar event Management</p> <p>Purchase Order will be accepted with the threshold below</p> <ul style="list-style-type: none"> Between R2.5 million and R5 million = 2 points More than R5 million and R7.5 million = 4 points More than R7.5 million and R14.5 million = 6 points Above R 14.5 million = 8 points 	<p>Reference letter/s of relevant services are required to have the following:</p> <ol style="list-style-type: none"> Purchase Order (only applicable for public sector) for amounts indicated as work done Payment Reference (only applicable for private sector) for amounts indicated as work done. Date of services rendered Order numbers or payment reference must be aligned to amounts indicated on reference letters not older than five (5) years, which indicates relevant experience in the event management. Reference letters should be signed Reference letter should rate the performance of the bidder Companies that have done their own events should attach project reports and audited financial statements 	<p>8</p>	
<p>Demonstrate financial capacity of service provider to perform the service:</p> <p>Bank balance indicating an average of the following amount:</p> <ul style="list-style-type: none"> Between R2.5 million and R5 million = 4 points More than R5 million and R7.5 million = 6 points More than R7.5 million and R14.5 million = 8 points Above R14.5 million = 10 points 	<p>(i) Current bank statement showing a minimum balance in line with point allocation criteria</p> <p style="text-align: center;">Or</p> <p>(ii) A letter of financial commitment to provide funding from a financial institution registered with FSP in line with point allocation criteria</p> <p style="text-align: center;">Or</p> <p>(iii) Approval of credit from the reputable service providers in line with point allocation criteria.</p> <ul style="list-style-type: none"> NB: No bank rating is acceptable. The DSACR reserves the right to verify reputable service provider 	<p>10</p>	
<p>Demonstrate Operational Capacity (Logistics)</p> <p>OWNERSHIP/ LEASING</p> <ul style="list-style-type: none"> Human Resources = 3 points Infrastructure (Building and Offices of bidder) = 2 points Transportation in terms of service delivery = 2 points 	<p>Submit a Detailed Project Plan, addressing the following elements:</p> <p>OWNERSHIP / LEASING</p> <ol style="list-style-type: none"> Human Resources (How are you going to use your human capacity to implement this project) - An organogram indicating the number of people employed especially relating to youth, people with disability and women and responsibility of each employee to implement this project Infrastructure (Building and Offices of bidder) – Proof that the building/offices are in the name of the business or shareholder/s' or leased to the bidder Transportation in terms of service delivery - provide proof of commercial and business fleet registration (company or shareholders) of vehicles that are applicable/functional for the category you 	<p>7</p>	

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

	<p>applied for (or a lease agreement from a reputable logistics service provider)</p> <p>- The DSACR reserves the right to verify or conduct an inspection on the above submitted information on functionality</p>		
<p>Free State based companies</p> <p>NB: Free State based companies will be given priority so as to stimulate local economic development and employment</p> <p>Bidders within Free State = 6 points</p> <p>Bidders outside Free State = 0 points</p>	<p>Proof of:</p> <ul style="list-style-type: none"> • Business address or • Municipality account or • Lease contract or • Title deed 	6	
<p>Plan to empower local companies</p> <p>NB: Companies should demonstrate that service will be sourced in the Free State Province and it will create employment for Free State based companies or residents</p> <p>Development of local artists = 1 point</p> <p>Procurement of physical infrastructure and equipment = 1 point</p> <p>Procurement of security services = 1 point</p> <p>Procurement of marketing services = 1 point</p>	<p>Submit/Attach own plan on empowering of local suppliers/companies as part of Bid Document. Methodology for assessment of the plan will be based on Local Economic Development model and will focus on the following aspects:</p> <ul style="list-style-type: none"> • Development of local artists • Procurement of physical infrastructure and equipment. The Department reserves the right to verify the accuracy that sourcing was done locally (Free State) • Procurement of security services • Procurement of marketing services 	4	

Checklist to be used by the bidder

Criteria	Documents to be attached	Tick (attached/not attached)
Experience	<ul style="list-style-type: none"> • Company Profile with affidavit • Order form • Reference letters 	
Knowledge	<ul style="list-style-type: none"> • Presentation 	
Financial Capacity	<ul style="list-style-type: none"> • Current bank statement • Letter of financial commitment from a registered FSP • Credit approval from a registered FSP 	
Ownership/Leasing	<ul style="list-style-type: none"> • Human Resources (structure or organogram of the company) • Infrastructure (offices) • Transport 	
Locality	<ul style="list-style-type: none"> • Proof of leasing agreement or ownership • Proof of municipality account • Municipality clearance certificate 	
Ability to empower local companies	<ul style="list-style-type: none"> • Project plan 	

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MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

- NB:**
- 1) A bidder that scores less than 32 points out of 45 points in respect of "functionality" will be disqualified meaning will not be evaluated further i.e., on price and BBEE.
 - 2) In order to claim points for **(ability to empower local companies)** and **(knowledge)**, bidders should submit two presentations namely: The **project plan** to illustrate **ability to empower local companies** and **knowledge presentation** to illustrate **knowledge**. Both presentations should be submitted in a form of a CD or on a memory stick with the bid document. Each presentation should not be more than 10 minutes.
 - 3) The following information is necessary in order to be considered for point's allocation, which must also be supported with valid proof. Failure to provide such information will mean that the bidder will not be able to claim the points for functionality

OVERALL CRITERIA

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Status Level of Contribution.	20
Grand Total	100

3 PERIOD OF CONTRACT

The Event Management contract will be running for hosting MACUFE 02 – 09 October 2022.

4 OPENING OF THE BID BOX

Bid documents will be opened publicly in the presence of bidders immediately on closing date and time stipulated. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.

5 COMPILATION OF DOCUMENTS

- a) All documents to be submitted should be completed with black ink.
- b) Kindly take note of the following attached documents:

- Section 1:** Standard Bidding Documents
Section 2: Special Conditions of Contract
Section 3: General Conditions of the Contract
Section 4: Bid Specification

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

6 VERIFICATION OF BIDDERS

Verification process will take effect prior to the actual appointment. Should a default be detected, the procedure for the supplier as stated in SCM Practice Note No, 5/2006 will be followed.

7 NEGOTIATED PRICE

The department reserves the right to negotiate prices with appointed service provider.

8 CONFIDENTIALITY

Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed by the department to any bidder that has been notified of the outcome of the bid prior to the approval of the Accounting Officer.

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 the department, except where authorized in writing to do so.

9 AGREEMENTS

10.1. A Service Level Agreement will be entered into with the department to clarify specific operational provisions. The Service Level Agreement will be subjects to the General Conditions of Contract (GCC) and Terms of reference (TOR).

10.2. Should funds no longer be available to pay for the execution to the responsibilities of Bid SCM-MACUFE 1/2022, the Department may determine 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 payments in full for the delivered, up to the date of cancellation or suspension.

11 SETTLEMENT OF DISPUTES

Notwithstanding clause 27 of the General Conditions of the Contract mediation proceedings will not be applicable to this contract

12 OFFICIALS PROHIBITED FROM SUBMITTING BIDS

12.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of Government or public entity will not have a business interest in any entity conducting business with Government.

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

12.2 The department may not award any tender or enter into any contract with an employee of the Government or a public entity contrary to Treasury Instruction Note 7 of 2012.

12.3 All bids received contrary to Treasury Instruction Note 17 of 2012 shall be disqualified.

12.4 For the definition of business "interest", "employee" and "entity", refer to par. 5 of Treasury Instruction Note 17 of 2012.

13 ACCEPTANCE OF THE TERMS OF REFERENCE, GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS

Failure to accept the Terms of Reference and the GCC or any part thereof, will result in the bid not being considered.

- NB:**
- a) Complying suppliers will be invited for presentation
 - b) The Department reserves the right to appoint the company to implement the event in full or in parts

14 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. Signed at _____ On _____ July _____

SIGNATURE

CAPACITY

DATE

Contact person of the company _____

Tel. of company: _____

Fax of company: _____

Section 3

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

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

TABLE OF CLAUSES

1. Definitions
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 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 only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection,

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 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.

RSA.

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

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 in 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 in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties; in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

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.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein.

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition 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 item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

Section 4

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

PART B: SPECIFICATIONS:

Annexure A: Fashion show

1. Venue: Showgrounds

	Unit of Measure	Prices for 2022 (Incl. VAT)
Item		R
Indoor venue to accommodate 500 people seated on round tables		R
Décor		
Under plate	Each	R
Chair cover	Each	R
Chairs	Each	R
Chair binder	Each	R
Centrepiece	Each	R
Table cloth	Each	R
Round table to cater 10 people	Each	R
Full draping per square meter	Each	R
Gas heater	Each	R
Ablution facilities:		
- Disability toilet	Each	R
- Set of mobile VIP flushable toilet	Each	R
- Non flush toilets	Each	R

2. Catering (quotes to be based on 100 people)

MACUFE LAUNCH	MENU	Unit of Measure	Price for 2022 (Incl. VAT)
	MORNING TEA	Per Person	R
	➤ Tea plain/ Rooibos		
	➤ Coffee (caffeinated/ de-caffeinated)		
	➤ 100% Juice bottle screw topped (assorted)		
	➤ 500 ml bottled water screw topped		
	➤ Sugar (brown, white or sweetener) honey, lemon slices		
	➤ Milk full cream / 2 % low fat/ fat free/ coffee creamer		
	➤ Variety of fresh fruit		
	➤ Cheese pre-sliced and spreads		
	➤ Savoury and sweet muffins (variety)		

3. Technical

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Backup Generator		
- 6,5KVA	Each	R
- 110 KVA	Each	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

- 185 KVA	Each	R
Screen (Indoor): 40 sqm	Each	R
PA system:		
- PA system for indoors (500 people)	Each	R
- Sound system with backline for a live band	Each	R
Data projector	Each	R
Camera	Each	R
Technician	Per hour	R
Plasma screens		
- 32 inch	Each	R
- 42 inch	Each	R
- 50 inch	Each	R
Cordless microphone	Each	R
Lapel microphone	Each	R
Smoke machine	Each	R
Stage : 2.25m x 1.25m	Each	R
8m x 6m	Each	R
10m x 8m	Each	R
14 m x 10m	Each	R

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

Annexure B: Comedy

1. Venue: Pacofs

	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing		
Venue/land leasing		
Interlocking rubber flooring to cover the area		
Air conditions to fit the structure and its capacity		
Décor	Each	R
Under plate	Each	R
Chair cover	Each	R
Chairs	Each	R
Table cloth	Each	R
Round table to cater 10 people	Each	R
Full draping per square meter	Each	R
Ablution facilities and cleaning services:		
Cleaning of all venues (before, during and after)	Square Meter	R
<ul style="list-style-type: none"> Indoor Venues (Price per square metre) Outdoor Venues (Price per square metre) 		

2. Catering (quotes to be based on 900 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
Dinner	Per Person	R
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

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3. Technical

	Unit of Measure	R
Sound System to with backline for live band (Temporary Structure) PA system cover 5000 Pax seated indoors Festival Stage Monitors Monitor & FOH Audio Control Desks Festival Microphone Kit Necessary Cabling	Per package	R
Lighting: For stage performances and audience indoors (temporary Structure) Exterior Lighting Lights to project gobo outside the venue Follow Spots Necessary Cabling	Per package	R
Audio Visual: Cameras to send signal to screens Projection Screens for far away people Led Screen as back wall of the stage Necessary Cabling	Per package	R
Rigging: For Sound, Lighting, Projection Screens & Projectors Necessary Cabling	Per package	R
Additional temporary structures: Big enough stage that is not less than 19.2m x 10.8m Backstage Tech platform (16.8m x 13.2m) with Marquee on top Camera Platforms Follow Sport Platforms FOH Platform	Per package	R

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

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Annexure C (Hip Hop)

1 Venue: Rose Gardens

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing		
Outdoor area with the capacity to accommodate 20 000 people		R
Décor	Each	R
Aki Chair	Each	R
Z bar stool	Each	R
Tub Chair	Each	R
2 seater couch	Each	R
Ottoman	Each	R
High cocktail table	Each	R
Low cocktail table	Each	R
Umbrella	Each	R
Gazebo	Each	R
Ablution facilities:		
Disability toilet	Each	R
4 set of mobile VIP flushable toilet	Each	R
Non flush toilet	Each	R

2. Catering (quotes to be based on 2000 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
MORNING TEA	Per Person	R
Tea plain/ Rooibos		
Coffee (caffeinated/ de-caffeinated)		
100% Juice bottle screw topped (assorted)		
500 ml bottled water screw topped		
Sugar (brown, white or sweetener) honey, lemon slices		
Milk full cream / 2 % low fat/ fat free/ coffee creamer		
Variety of fresh fruit		
Cheese pre-sliced and spreads		
Savoury and sweet muffins (variety)		
LUNCH		
Savoury rice/ plain rice		
Lamb Chops (2 Chops) best-end		
Butternut (roasted with cinnamon)		
Greek Salad		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		
500ml bottled water screw topped		
330ml fizz drinks		
DINNER		
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		

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Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
340 can soft drinks		

3. Technical

DESCRIPTION		Prices for 2022 (Incl. VAT)
Sound system:	Per Package	R
<ul style="list-style-type: none"> Provide a high-quality PA system to be able to address people in an open area to be able to reach a maximum of 20 000 people. Provide the necessary sound system of high quality and clarity and a back-line for performances. Individual technical requirements of the performing groups will be provided closer to the time. 		
Sound: Main PA:	Per Package	R
<ul style="list-style-type: none"> Large format 3-way line array system (flown) Dual 18/21 high end sub woofers Fly frames Electric motor hoists 		
Front fill system:	Per Package	R
<ul style="list-style-type: none"> large format line array down fills 		
Sound: Delay PA:	Per Package	R
<ul style="list-style-type: none"> large format 3-way line array system (flown) 1 ton motors system flying fly frames 		
Amplification:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
Monitors:	Per Package	R
<ul style="list-style-type: none"> high output 12'bi amplified monitors drum subs 		
Monitor AMPS:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
FOH Technical:	Per Package	R
<ul style="list-style-type: none"> 48 channel digital mixing console cd players talk back system 		

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<ul style="list-style-type: none"> on/off switch MIC 		
Monitor Land:	Per Package	R
<ul style="list-style-type: none"> 48 Channel digital mixing console talk back speaker on/off switch MIC 48 Channel active splitter unit 		
FOH Structure:	Per Package	R
<ul style="list-style-type: none"> structure for technical crew and lighting crew video land for camera man and camera technician structure for led screen at FOH 		
Microphones:	Per Package	R
<ul style="list-style-type: none"> professional cordless mic's professional cord mic's Professional instrument mic's Drum mic's 		
Stands:	Per Package	R
As required by riders		
Power:	Per Package	R
<ul style="list-style-type: none"> 150 KVA Generators silent Diesel to run sound checks and show set power lock cables 50 m main 250 amp distro box 63 amp sub distro boxes 32 amp sub distro boxes All cabling needed 		
Stage:	Per Package	R
<ul style="list-style-type: none"> 14m x 12m fully draped trussing/scaff concert stage floor size 13m x 12m 1,5 m high sets of stairs & safety railing speaker wings for front pa & screen towers trussing for stage stage pieces for monitor land and safety railing delay scaff towers for delay pa and screens Heavy duty crowd barriers in front of stage stage ramp <p>Participants on the stage should be visible from the front of the stage. Although the above are the suggestions of the DSACR, bidders can recommend structurally sound alternatives in order to save on staging structure costs.</p>		
Lights:	Per Package	R
<ul style="list-style-type: none"> 2k Fresnels moving heads wash beams moving heads profiles molofe crowd blinders brite q banks smoke machines/hazer/fazers floor fans dimmer racks & socket pax 		

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<ul style="list-style-type: none"> Lighting desc 		
Backline:	Per Package	R
<ul style="list-style-type: none"> High end drum kit with new skins 2nd drum kit fender guitar amps roland jc120 jazz amps rd 700 motif xs8 korg triton high end bass amp and cabs 		
Audio Visual:	Per Package	R
<p>The auction visual screen must run messages that include partnerships and logos of the Department of Sport, Arts and Culture with its MACUFE 2022 partners, the Free State Provincial Government and the Mangaung Municipality. The Department will provide the messages to the service provider and the bid must include the design of these short messages into a format that will be displayed on the audio-visual monitors. The bid must also provide for:</p> <ul style="list-style-type: none"> 4m x 3m LED day screens camera cannon broadcast pro cameras camera men Jimmy Jibb signal boosters preview monitors Vision mixer Media server (graphics on screens) Plasma screens in the VIP marquees with sound. 		
Standby technical assistance	Per Package	R
A qualified and experienced technical team who must be available during the event to manage the technology on site and solve sound, lighting or any technical problems		

N.B The Sound system should be compatible with both International, National and local Artist for the technical riders of the artist

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

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Annexure D: Divas

1. Venue: Vista/ DR. Molemela Stadium indoor (To quote on both venues)

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing A (Vista)		
Pricing B (Dr Molemela stadium Indoor)		
Outdoor area with the capacity to accommodate 20 000 people		
Décor		
Aki Chair	Each	R
Z bar stool	Each	R
Tub Chair	Each	R
2 seater couch	Each	R
Ottoman	Each	R
High cocktail table	Each	R
Low cocktail table	Each	R
Umbrella	Each	R
Gazebo		
Ablution facilities:	Each	R
Disability toilet	Each	R
4 set of mobile VIP flushable toilet	Each	R
Non flush toilet	Each	R

2. Catering (quotes to be based on 400 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
MORNING TEA	Per Person	R
Tea plain/ Rooibos		
Coffee (caffeinated/ de-caffeinated)		
100% Juice bottle screw topped (assorted)		
500 ml bottled water screw topped		
Sugar (brown, white or sweetener) honey, lemon slices		
Milk full cream / 2 % low fat/ fat free/ coffee creamer		
Variety of fresh fruit		
Cheese pre-sliced and spreads		
Savoury and sweet muffins (variety)		
LUNCH		
Savoury rice/ plain rice		
Lamb Chops (2 Chops) best-end		
Butternut (roasted with cinnamon)		
Greek Salad		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		
500ml bottled water screw topped		
330ml fizz drinks		
DINNER		
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		

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Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
341 can soft drinks		

3. Technical

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Sound system:	Per Package	R
<ul style="list-style-type: none"> Provide a high-quality PA system to be able to address people in an open area to be able to reach a maximum of 20 000 people. Provide the necessary sound system of high quality and clarity and a back-line for performances. Individual technical requirements of the performing groups will be provided closer to the time. 		
Sound: Main PA:	Per Package	R
<ul style="list-style-type: none"> Large format 3-way line array system (flown) Dual 18/21 high end sub woofers Fly frames Electric motor hoists 		
Front fill system:	Per Package	R
<ul style="list-style-type: none"> large format line array down fills 		
Sound: Delay PA:	Per Package	R
<ul style="list-style-type: none"> large format 3-way line array system (flown) 1 ton motors system flying fly frames 		
Amplification:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
Monitors:	Per Package	R
<ul style="list-style-type: none"> high output 12'bi amplified monitors drum subs 		
Monitor AMPS:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
FOH Technical:	Per Package	R
<ul style="list-style-type: none"> 48 channel digital mixing console cd players talk back system on/off switch MIC 		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Monitor Land:	Per Package	R
<ul style="list-style-type: none"> • 48 Channel digital mixing console • talk back speaker • on/off switch MIC • 48 Channel active splitter unit 		
FOH Structure:	Per Package	R
<ul style="list-style-type: none"> • structure for technical crew and lighting crew • video land for camera man and camera technician • structure for led screen at FOH 		
Microphones:	Per Package	R
<ul style="list-style-type: none"> • professional cordless mic's • professional cord mic's • Professional instrument mic's • Drum mic's 		
Stands:	Per Package	R
As required by riders		
Power:	Per Package	R
<ul style="list-style-type: none"> • 150 KVA Generators silent • Diesel to run sound checks and show • set power lock cables 50 m • main 250 amp distro box • 63 amp sub distro boxes • 32 amp sub distro boxes • All cabling needed 		
Stage:	Per Package	R
<ul style="list-style-type: none"> • 14m x 12m fully draped trussing/scaff concert stage floor size 13m x 12m 1,5 m high • sets of stairs & safety railing • speaker wings for front pa & screen towers trussing for stage • stage pieces for monitor land and safety railing • delay scaff towers for delay pa and screens • Heavy duty crowd barriers in front of stage • stage ramp <p>Participants on the stage should be visible from the front of the stage. Although the above are the suggestions of the DSACR, bidders can recommend structurally sound alternatives in order to save on staging structure costs.</p>		
Lights:	Per Package	R
<ul style="list-style-type: none"> • 2k Fresnels • moving heads wash • beams • moving heads profiles • molofe crowd blinders • brite q banks • smoke machines/hazer/fazers • floor fans • dimmer racks & socket pax • Lighting desc 		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Backline:	Per Package	R
<ul style="list-style-type: none"> • High end drum kit with new skins • 2nd drum kit • fender guitar amps • roland jc120 jazz amps • rd 700 • motif xs8 • korg triton • high end bass amp and cabs 		
Audio Visual:	Per Package	R
<p>The audio visual screen must run messages that include partnerships and logos of the Department of Sport, Arts and Culture with its MACUFE 2022 partners, the Free State Provincial Government and the Mangaung Municipality. The Department will provide the messages to the service provider and the bid must include the design of these short messages into a format that will be displayed on the audio-visual monitors. The bid must also provide for:</p> <ul style="list-style-type: none"> • 4m x 3m LED day screens • camera cannon broadcast pro cameras • camera men • Jimmy Jibb • signal boosters • preview monitors • Vision mixer • Media server (graphics on screens) • Plasma screens in the VIP marquees with sound. 		
Standby technical assistance	Per Package	R
A qualified and experienced technical team who must be available during the event to manage the technology on site and solve sound, lighting or any technical problems		

N.B The Sound system should be compatible with both International, National and local Artist for the technical riders of the artist

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Annexure E (Boxing)

1. Venue: BFN city hall

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Venue/land leasing		
Interlocking rubber flooring to cover the area		
Air conditions to fit the structure and its capacity		
Décor		
Under plate	Each	R
Chair cover	Each	R
Chairs	Each	R
Table cloth	Each	R
Round table to cater 10 people	Each	R
Full draping per square meter	Each	R
Ablution facilities and cleaning services:		
Cleaning of all venues (before, during and after)	Square Meter	R
<ul style="list-style-type: none"> Indoor Venues (Price per square metre) Outdoor Venues (Price per square metre) 		

2. Catering (quotes to be based on (300 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
Dinner	Per Person	R
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

3. Technical

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Sound System to with backline for live band (Temporary Structure) PA system cover 5000 Pax seated indoors Festival Stage Monitors Monitor & FOH Audio Control Desks Festival Microphone Kit Necessary Cabling	Per Package	R
Lighting: For stage performances and audience indoors (temporary Structure) Exterior Lighting Lights to project gobo outside the venue Follow Spots Necessary Cabling	Per Package	R
Audio Visual: Cameras to send signal to screens Projection Screens for far away people Led Screen as back wall of the stage Necessary Cabling	Per Package	R
Rigging: For Sound, Lighting, Projection Screens & Projectors Necessary Cabling	Per Package	R
Additional temporary structures: Big enough stage that is not less than 19.2m x 10.8m Backstage Tech platform (16.8m x 13.2m) with Marquee on top Camera Platforms Follow Sport Platforms FOH Platform	Per Package	R

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local boxer	Each	R
National boxer	Each	R
International boxer	Each	R
Programme Director	Each	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Annexure F: Gospel Festival

1. Venue: Vista/ DR. Molemela Stadium indoor (To quote on both venues)

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing A (Vista)		
Pricing B (Dr Molemela stadium Indoor)		
Outdoor area with the capacity to accommodate 20 000 people		
Décor		
Aki Chair	Each	R
Z bar stool	Each	R
Tub Chair	Each	R
2 seater couch	Each	R
Ottoman	Each	R
High cocktail table	Each	R
Low cocktail table	Each	R
Umbrella	Each	R
Gazebo	Each	R
Ablution facilities:		
Disability toilet	Each	R
4 set of mobile VIP flushable toilet	Each	R
Non flush toilet	Each	R

2. Catering (quotes to be based on 400 people)

MENU		Prices for 2022 (Incl. VAT)
MORNING TEA	Per Person	R
Tea plain/ Rooibos		
Coffee (caffeinated/ de-caffeinated)		
100% Juice bottle screw topped (assorted)		
500 ml bottled water screw topped		
Sugar (brown, white or sweetener) honey, lemon slices		
Milk full cream / 2 % low fat/ fat free/ coffee creamer		
Variety of fresh fruit		
Cheese pre-sliced and spreads		
Savoury and sweet muffins (variety)		
LUNCH		
Savoury rice/ plain rice		
Lamb Chops (2 Chops) best-end		
Butternut (roasted with cinnamon)		
Greek Salad		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		
500ml bottled water screw topped		
330ml fizz drinks		
DINNER		
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		

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Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
342 can soft drinks		

3. Technical

DESCRIPTION		Prices for 2022
Sound system:	Per Package	R
<ul style="list-style-type: none"> Provide a high-quality PA system to be able to address people in an open area to be able to reach a maximum of 20 000 people. Provide the necessary sound system of high quality and clarity and a back-line for performances. Individual technical requirements of the performing groups will be provided closer to the time. 		
Sound: Main PA:	Per Package	R
<ul style="list-style-type: none"> Large format 3-way line array system (flown) Dual 18/21 high end sub woofers Fly frames Electric motor hoists 		
Front fill system:	Per Package	R
<ul style="list-style-type: none"> large format line array down fills 		
Sound: Delay PA:	Per Package	R
<ul style="list-style-type: none"> large format 3-way line array system (flown) 1 ton motors system flying fly frames 		
Amplification:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
Monitors:	Per Package	R
<ul style="list-style-type: none"> high output 12'bi amplified monitors drum subs 		
Monitor AMPS:	Per Package	R
<ul style="list-style-type: none"> High end amplification Processors for system management 		
FOH Technical:	Per Package	R
<ul style="list-style-type: none"> 48 channel digital mixing console 		

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<ul style="list-style-type: none"> • cd players • talk back system • on/off switch MIC 		
Monitor Land:	Per Package	R
<ul style="list-style-type: none"> • 48 Channel digital mixing console • talk back speaker • on/off switch MIC • 48 Channel active splitter unit 		
FOH Structure:	Per Package	R
<ul style="list-style-type: none"> • structure for technical crew and lighting crew • video land for camera man and camera technician • structure for led screen at FOH 		
Microphones:	Per Package	R
<ul style="list-style-type: none"> • professional cordless mic's • professional cord mic's • Professional instrument mic's • Drum mic's 		
Stands:	Per Package	R
As required by riders		
Power:	Per Package	R
<ul style="list-style-type: none"> • 150 KVA Generators silent • Diesel to run sound checks and show • set power lock cables 50 m • main 250 amp distro box • 63 amp sub distro boxes • 32 amp sub distro boxes • All cabling needed 		
Stage:	Per Package	R
<ul style="list-style-type: none"> • 14m x 12m fully draped trussing/scaff concert stage floor size 13m x 12m 1,5 m high • sets of stairs & safety railing • speaker wings for front pa & screen towers trussing for stage • stage pieces for monitor land and safety railing • delay scaff towers for delay pa and screens • Heavy duty crowd barriers in front of stage • stage ramp <p>Participants on the stage should be visible from the front of the stage. Although the above are the suggestions of the DSACR, bidders can recommend structurally sound alternatives in order to save on staging structure costs.</p>		
Lights:	Per Package	R
<ul style="list-style-type: none"> • 2k Fresnels • moving heads wash • beams • moving heads profiles • molofe crowd blinders • brite q banks 		

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<ul style="list-style-type: none"> • smoke machines/hazer/fazers • floor fans • dimmer racks & socket pax • Lighting desc 		
Backline:	Per Package	R
<ul style="list-style-type: none"> • High end drum kit with new skins • 2nd drum kit • fender guitar amps • roland jc120 jazz amps • rd 700 • motif xs8 • korg triton • high end bass amp and cabs 		
Audio Visual:	Per Package	R
<p>The auction visual screen must run messages that include partnerships and logos of the Department of Sport, Arts and Culture with its MACUFE 2022 partners, the Free State Provincial Government and the Mangaung Municipality. The Department will provide the messages to the service provider and the bid must include the design of these short messages into a format that will be displayed on the audio-visual monitors. The bid must also provide for:</p> <ul style="list-style-type: none"> • 4m x 3m LED day screens • camera cannon broadcast pro cameras • camera men • Jimmy Jibb • signal boosters • preview monitors • Vision mixer • Media server (graphics on screens) • Plasma screens in the VIP marquees with sound. 		
Standby technical assistance	Per Package	R
A qualified and experienced technical team who must be available during the event to manage the technology on site and solve sound, lighting or any technical problems		

N.B The Sound system should be compatible with both International, National and local Artist for the technical riders of the artist

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

Annexure G: Main Concert

1. Venue: Rose Garden

	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing		
Outdoor area with the capacity to accommodate 20 000 people		
Décor	Each	R
Aki Chair	Each	R
Z bar stool	Each	R
Tub Chair	Each	R
2 seater couch	Each	R
Ottoman	Each	R
High cocktail table	Each	R
Low cocktail table	Each	R
Umbrella	Each	R
Gazebo	Each	R
Ablution facilities:		
Disability toilet	Each	R
4 set of mobile VIP flushable toilet	Each	R
Non flush toilet	Each	R

2. Catering (quotes to be based on 2000 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
MORNING TEA	Per Person	R
Tea plain/ Rooibos		
Coffee (caffeinated/ de-caffeinated)		
100% Juice bottle screw topped (assorted)		
500 ml bottled water screw topped		
Sugar (brown, white or sweetener) honey, lemon slices		
Milk full cream / 2 % low fat/ fat free/ coffee creamer		
Variety of fresh fruit		
Cheese pre-sliced and spreads		
Savoury and sweet muffins (variety)		
LUNCH		
Savoury rice/ plain rice		
Lamb Chops (2 Chops) best-end		
Butternut (roasted with cinnamon)		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Greek Salad		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		
500ml bottled water screw topped		
330ml fizz drinks		
DINNER		
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

3. Technical

	<u>DESCRIPTION</u>	Unit of Measure	Prices for 2022 (Incl. VAT)
1.	Sound system:	Per Package	R
	<ul style="list-style-type: none"> Provide a high-quality PA system to be able to address people in an open area to be able to reach a maximum of 20 000 people. Provide the necessary sound system of high quality and clarity and a back-line for performances. Individual technical requirements of the performing groups will be provided closer to the time. 		
2.	Sound: Main PA:	Per Package	R
	<ul style="list-style-type: none"> Large format 3-way line array system (flown) Dual 18/21 high end sub woofers Fly frames Electric motor hoists 		
3.	Front fill system:	Per Package	R
	<ul style="list-style-type: none"> large format line array down fills 		
4.	Sound: Delay PA:	Per Package	R
	<ul style="list-style-type: none"> large format 3-way line array system (flown) 1 ton motors system flying fly frames 		
5.	Amplification:	Per Package	R
	<ul style="list-style-type: none"> High end amplification Processors for system management 		

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6.	Monitors:	Per Package	R
	<ul style="list-style-type: none"> • high output 12'bi amplified monitors • drum subs 		
7.	Monitor AMPS:	Per Package	R
	<ul style="list-style-type: none"> • High end amplification • Processors for system management 		
8.	FOH Technical:	Per Package	R
	<ul style="list-style-type: none"> • 48 channel digital mixing console • cd players • talk back system • on/off switch MIC 		
9.	Monitor Land:	Per Package	R
	<ul style="list-style-type: none"> • 48 Channel digital mixing console • talk back speaker • on/off switch MIC • 48 Channel active splitter unit 		
10.	FOH Structure:	Per Package	R
	<ul style="list-style-type: none"> • structure for technical crew and lighting crew • video land for camera man and camera technician • structure for led screen at FOH 		
11.	Microphones:	Per Package	R
	<ul style="list-style-type: none"> • professional cordless mic's • professional cord mic's • Professional instrument mic's • Drum mic's 		
12.	Stands:	Per Package	R
	As required by riders		
13.	Power:	Per Package	R
	<ul style="list-style-type: none"> • 150 KVA Generators silent • Diesel to run sound checks and show • set power lock cables 50 m • main 250 amp distro box • 63 amp sub distro boxes • 32 amp sub distro boxes • All cabling needed 		
14.	Stage:	Per Package	R
	<ul style="list-style-type: none"> • 14m x 12m fully draped trussing/scaff concert stage floor size 13m x 12m 1,5 m high • sets of stairs & safety railing • speaker wings for front pa & screen towers trussing for stage • stage pieces for monitor land and safety railing • delay scaff towers for delay pa and screens • Heavy duty crowd barriers in front of stage • stage ramp 		

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	Participants on the stage should be visible from the front of the stage. Although the above are the suggestions of the DSACR, bidders can recommend structurally sound alternatives in order to save on staging structure costs.		
15.	Lights:	Per Package	R
	<ul style="list-style-type: none"> • 2k Fresnels • moving heads wash • beams • moving heads profiles • molofe crowd blinders • brite q banks • smoke machines/hazer/fazers • floor fans • dimmer racks & socket pax • Lighting desc 		
16.	Backline:	Per Package	R
	<ul style="list-style-type: none"> • High end drum kit with new skins • 2nd drum kit • fender guitar amps • roland jc120 jazz amps • rd 700 • motif xs8 • korg triton • high end bass amp and cabs 		
17.	Audio Visual:	Per Package	R
	<p>The auction visual screen must run messages that include partnerships and logos of the Department of Sport, Arts and Culture with its MACUFE, 2022 partners, the Free State Provincial Government and the Mangaung Municipality. The Department will provide the messages to the service provider and the bid must include the design of these short messages into a format that will be displayed on the audio visual monitors. The bid must also provide for:</p> <ul style="list-style-type: none"> • 4m x 3m LED day screens • camera cannon broadcast pro cameras • camera men • Jimmy Jibb • signal boosters • preview monitors • Vision mixer • Media server (graphics on screens) • Plasma screens in the VIP marquees with sound. 		
18.	Standby technical assistance	Per Package	R
	A qualified and experienced technical team who must be available during the event to manage the technology on site and solve sound, lighting or any technical problems		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

N.B The Sound system should be compatible with both International, National and local Artist for the technical riders of the artist

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

Annexure H: Film Expo

1. Venue: Pacofs

	Unit of Measure	Prices for 2022 (Incl. VAT)
Pricing		
Venue/land leasing		
Interlocking rubber flooring to cover the area		
Air conditions to fit the structure and its capacity		
Décor		
Under plate	Each	R
Chair cover	Each	R
Chairs	Each	R
Table cloth	Each	R
Round table to cater 10 people	Each	R
Full draping per square meter	Each	R
Ablution facilities and cleaning services:		
Disability toilet	Each	R
Set of mobile VIP flushable toilet	Each	R
Non flush toilet	Each	R
Cleaning of all venues (before, during and after) <ul style="list-style-type: none">Indoor Venues (Price per square metre)Outdoor Venues (Price per square metre)	Square Meter	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

2. Catering (quotes to be based on 200 people)

MENU	Unit of Measure	Prices for 2022 (per person)
Dinner	Per Person	R
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

3. Technical

Item	Unit of Measure	Prices for 2022 (Incl. VAT)
Sound System to with backline for live band (Temporary Structure) PA system cover 5000 Pax seated indoors Festival Stage Monitors Monitor & FOH Audio Control Desks Festival Microphone Kit Necessary Cabling	Per Package	R
Lighting: For stage performances and audience indoors (temporary Structure) Exterior Lighting Lights to project gobo outside the venue Follow Spots Necessary Cabling	Per Package	R
Audio Visual: Cameras to send signal to screens Projection Screens for far away people Led Screen as back wall of the stage Necessary Cabling	Per Package	R
Rigging: For Sound, Lighting, Projection Screens & Projectors Necessary Cabling	Per Package	R
Additional temporary structures: Big enough stage that is not less than 19.2m x 10.8m Backstage Tech platform (16.8m x 13.2m) with Marquee on top Camera Platforms Follow Sport Platforms FOH Platform	Per Package	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Artist	Each	R
National Artist	Each	R
International Artist	Each	R
Programme Director	Each	R

Annexure I : Soccer/Rugby Matches

1. Venue: Free State Stadium

Item	Prices for 2022
Pricing	R
The entire Venue/land leasing	R

2. Catering (quotes to be based on 2000 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
Lunch	Per Person	R
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

3. Technical

Sound System to with backline for live band (Temporary Structure) PA system cover 5000 Pax seated indoors Festival Stage Monitors Monitor & FOH Audio Control Desks Festival Microphone Kit Necessary Cabling	Per Package	R
Lighting: For stage performances and audience indoors (temporary Structure) Exterior Lighting Lights to project gobo outside the venue Follow Spots Necessary Cabling	Per Package	R
Audio Visual: Cameras to send signal to screens Projection Screens for far away people Led Screen as back wall of the stage Necessary Cabling	Per Package	R
Rigging: For Sound, Lighting, Projection Screens & Projectors Necessary Cabling	Per Package	R
Additional temporary structures: Big enough stage that is not less than 19.2m x 10.8m Backstage Tech platform (16.8m x 13.2m) with Marquee on top Camera Platforms Follow Sport Platforms FOH Platform	Per Package	R

4. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Local Team	Each	R
National Team	Each	R
International Team	Each	R
Programme Director	Each	R

MACUFE SPECIAL CONDITIONS AND SPECIFICATIONS

Annexure J : Musical Theatre

5. Venue: Civic Theater

	Unit of Measure	Prices for 2022 (Incl. VAT)
Item		
Indoor venue to accommodate 500 people seated on round tables		
Décor		
Under plate	Each	R
Chair cover	Each	R
Chairs	Each	R
Chair binder	Each	R
Centrepiece	Each	R
Table cloth	Each	R
Round table to cater 10 people	Each	R
Full draping per square meter	Each	R
Gas heater	Each	R
Ablution facilities:		
- Disability toilet	Each	R

6. Catering (quotes to be based on 200 people)

MENU	Unit of Measure	Prices for 2022 (Incl. VAT)
Dinner	Per Person	R
Savoury rice/ plain rice		
Fish (Fried/grilled) tartare sauce		
Roasted beef with gravy		
Roasted chicken (1/4 chicken breast/leg)		
Lamb Chops (2 Chops) best- end		
Potato salad		
Red Kidney bean		
Greek salad with feta cheese (salad dressing separate)		
Pasta salad		
Roasted vegetables		
Green beans with potatoes		
Butternut (roasted with Cinnamon)		
Creamed Spinach with Feta		
500ml bottled water screw topped		
100% juice 500ml bottle screw topped		
330ml ml can soft drinks		

7. Technical

DESCRIPTION		Prices for 2022 (Incl. VAT)
Backup Generator		
- 6,5KVA	Each	R
- 110 KVA	Each	R

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- 185 KVA	Each	R
Screen (Indoor): 40 sqm	Each	R
PA system:		
- PA system for indoors (500 people)	Each	R
- Sound system with backline for a live band	Each	R
Data projector	Each	R
Camera	Each	R
Technician	Each	R
Plasma screens		
- 32 inch	Each	R
- 42 inch	Each	R
- 50 inch	Each	R
Cordless microphone	Each	R
Lapel microphone	Each	R
Smoke machine	Each	R
Stage : 2.25m x 1.25m	Each	R
8m x 6m	Each	R
10m x 8m	Each	R
14 m x 10m	Each	R

8. Performance

DESCRIPTION	Unit of Measure	Prices for 2022 (Incl. VAT)
Show Production	Each	R
Programme Director	Each	R

Annexure K: Communication and Marketing Services:

Task Directives:

The service provider should undertake the following broad Communication and Marketing functions:

- 1) Conduct Media Relations for Print and Electronic Media (Media statements and media interviews)
- 2) Manage Social Media Campaign: Facebook and Twitter
- 3) Website Development and Management
- 4) Design and Develop Advertising in Print and Electronic Media
- 5) Design and Produce Street Advertising (Posters, Street Banners, Mobile and Stationery Billboards and Pamphlets)
- 6) Design and Produce Branding for venues
- 7) Arrange Outside Broadcasting (OB)
- 8) Arrange Photographic and Videography Services
- 9) Arrange Promotional Give-Aways (Tickets)

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10) Organise Public Marketing Activations/Events

Communication and Marketing Specifications:

Item/Activity	Prices for 2022 (Incl. VAT)
Design and place Full-Page (540 x 330mm) advert in the print media to advertise the project (various rates of different print media notwithstanding. Provide price for the lowest):	
- Commercial Print Media	
- Community Print Media	
Design and Produce Z-fold programme of MACUFE programme	
Design, produce and manage the following generic branding to be used at different MACUFE Events/Venues:	
➤ 30 x Pull-up banners (2000 x 800 mm)	
➤ 20 x Street banners (3000 x1000 mm)	
➤ 8 x Media banners (2000 x 3000 mm)	
➤ 20 x Cluster banners (3000 x 800 mm)	
➤ 8 x Wall Hanging Drop Down Banners (2000 x 3000 mm or depending wall size to be covered)	
Design, produce and manage the placement of the following Mobile and Stationery Billboard to accommodate different MACUFE events and to be placed at different areas within the country:	
➤ 15 Stationery Billboards (Depending on available billboard size)	
➤ 30 Mobile Billboards (2000 x 3000 mm)	
Produce and facilitate placement of 30 seconds Television Advert (on spot to be negotiated with the broadcaster/s being SABC and/or ETV/ENCA and/or Arika News Network) before the start of MACUFE Programme and during the MACUFE period.	
- ENCA	
- SABC	
- Afrika News Network	
Arrange/coordinate a Television Outside Broadcast	
- ENCA	
- SABC	
- Afrika News Network	
Produce 30 seconds Radio Advert broadcast (on spot to be negotiated with the radios stations) before the start of MACUFE Programme and during the MACUFE period various rates of different radio stations notwithstanding. Provide price for the	

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lowest):	
- Community Radio Station	
- Commercial Radio Station	
- Public Broadcaster Radio Station	
Arrange/coordinate a Radio Outside Broadcast	
- Community Radio Station	
- Commercial Radio Station	
- Public Broadcaster Radio Station	
Provide photographic services for the entire Macufe programme	
Provide social media services (create and manage social media platforms: U-tube, twitter, Facebook, Instagram)	
Provide website maintenance/update services before and during the project	

NB: General Conditions

- a) The design and content of banners, print and electronic adverts, billboards as well as any other Communication and Marketing material to be approved by the Department.
- b) The areas for placement of street banners to be determined jointly with the Department.
- c) The areas for placement of Stationary and Mobile billboards to be determined jointly with the Department.
- d) Radio Stations (Public, Commercial and Community) for placement of adverts and the content thereof to be determined jointly with the Department.
- e) The print media houses for placement of adverts and the content thereof to be determined jointly with the Department.

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Annexure L: Security Services

1. Crowd Control Barrier

Item/Service	Prices for 2022 (Incl. VAT)
The service provider must provide, erect, and remove after the event	
• Temporary crowd control fencing in total of 600 meters	
• Crown control barriers in total of 200 meters	
• 1 x Security Officer for one (1) hour for access and crowd control	

2. Accreditation

Item	Prices for 2022 (Incl. VAT)
	R
Armband (colour coded)	
Printed lanyard with ID photo	

3. Security Personnel

Item	Prices for 2022 (Incl. VAT)
Security Service (Single security officer) for an hour	R

4. Vehicles

Item	Prices for 2022 (Incl. VAT)
Quad bike	R

Annexure M : Cleaning Services

Item/Service	Prices for 2022 (Incl. VAT)
Cleaning of all venues (before, during and after)	
• Indoor Venues (Price per square metre)	
• Outdoor Venues (Price per square metre)	

Annexure N: Artists Description

For the purposes of this specification the term 'artists' means musicians, individuals and bands. **be acquired in this category. Any artist acquired must at least give two performances.**

The successful bidder will enter into contracts and agreements with artists.

Category A: International Artist

Category B: National Artist

A national artist means any musician or group or band who meet the following criteria:

1. Recorded artists with proven record of being known across South Africa;
2. Award-winning artist or nominee in any of the music awards which are not provincially based but recognize artist nationally (e.g. Metro FM Music Awards and the South African Music Awards);
3. Any artist or group currently leading the music charts in South Africa;
4. Any artist or group with proven record of leading the charts in South Africa over the past years;
5. These artists may come from any province in South Africa, but at least four who meet one of the above-mentioned criteria must come from the Free State province; and
6. Any identified artist from the Free State province who needs exposure to be at the level of national artists in the future.

Category C: Local Artist

Local artist means any musician or group from the Free State province who meets the following criteria:

1. Recorded artist and with proven evidence of being known across the province at least by enjoying airtime from the radio stations broadcasting in the province;
2. Any musician or group with proven evidence to have performed in at least two events in the current year prior to MACUFE; and
3. Any musician or group to be acquired in consultation or on the recommendation of the Festival Director through the MACUFE Steering Committee.

NB: Prices quoted per artist should include amounts for technical riders, pedium, accommodation, transport, withholding taxes (in case of international artists) and SAMRO fees.

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Annexure O: Dates, Venues and Capacity

Period: 30 September – 09 October 2022

Dates	Event	Time	Venue	Target Audience
02 October (Sunday)	Gospel Music Show	10:00	Dr Rantai Molemela Stadium (Indoor Centre) OR VISTA	5 000
04 October (Film Expo)	Film Expo	10:00	PACOFS	1 000
05 October (Wednesday)	Comedy	18:00	PACOFS	5 000
06 October (Thursday)	Theatre	10:00	CIVIC THEATRE	500
06 October (Thursday)	Fashion Show	18:00	Showgrounds	1 000
06 October (Thursday)	Divas	18:00	Dr Rantai Molemela Stadium (Indoor Centre) OR VISTA	5 000
07 October (Friday)	Hip Hop	18:00	Rose Gardens	5 000
07 October (Friday)	Boxing	20:00	BFN CITY HALL	1 000
08 October (Saturday)	Main Jazz Music Festival	10:00	Rose Gardens	20 000
09 October (Sunday)	Soccer/Rugby Match	14:00	Free State Rugby Stadium	20 000

END.

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