



**SCM Division**  
Radio Park, Henley Road  
Auckland Park 2092  
Johannesburg  
Private Bag X1  
Auckland Park 2006  
[www.sabc.co.za](http://www.sabc.co.za)

### REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/RAD/2023/128
RFQ ISSUE DATE	03 NOVEMBER 2023
RFQ DESCRIPTION	APPOINTMENT OF A COMPETENT N EVENT MANAGEMENT COMPANY TO PLAN, ORGANIZE AND EXECUTE THOBELA FM GOSPEL FESTIVAL TO BE HELD ON THE 25 <sup>th</sup> NOVEMBER 2023 AT POLOKWANE CRICKET CLUB
BRIEFING SESSION / SITE INSPECTION	NONE
CLOSING DATE & TIME	10 NOVEMBER 2023 @ 12:00 PM

Submissions must be electronically emailed to [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ.

For queries, please contact Azwinaki Munyai via email: [Tenderqueries@sabc.co.za](mailto:Tenderqueries@sabc.co.za)

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONENO: \_\_\_\_\_

FAX NO. : \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:

➤ **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
  - receipt of incomplete bid
  - file size
  - delay in transmission receipt of the bid
  - failure of the Bidder to properly identify the bid
  - illegibility of the bid; or
  - Security of the bid data.

**NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS**

## **1. REQUIRED DOCUMENTS**

- 1.1** Submit proof Central Supplier Database (CSD) registration
- 1.2** Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
- 1.3** (Verification will also be done by the SABC internally).
- 1.4** Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 1.5** Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.6** Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7** Certified copy of Shareholders’ certificates.
- 1.8** Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

## **1. BACKGROUND TO REQUIREMENTS**

South African Broadcasting Corporation Limited (SABC) requires a reputable service provider (Event Management Company) to plan, organise and execute Thobela FM Gospel Festival to be held on the 25<sup>th</sup> November 2023 at Polokwane Cricket Club.

## **2. REQUIREMENTS AND SCOPE OF SERVICES**

### **ARTIST MANAGEMENT**

The station requests an artist management company to contract, pay below artists and be responsible for all logistics including hospitality rider, technical rider and accommodation to perform for Thobela FM gospel festival on 25 November 2023 Polokwane Cricket Club.

Breakdown: project manager fee      Polokwane cricket club

1. Benjamin Dube
2. Ntokozo Mbambo
3. Thinah Zungu
4. Mtunzi Namba
5. Winnie Mashaba
6. Taki Ndou
7. Kgotsi
8. Sechaba & Trica Selala (duo)
9. (ags) Bafana ba Oleseng
10. Urban Matjila
11. Dr Excell
12. Psalmist Sefako
13. Sinky Mathe
14. Terry Vox
15. Mapula Monyepau
16. Zion Jerusalem gospel choir
17. Shibu Molomo
18. Takalani Chairo
19. Eddy Monareng
20. Nkulufeleng

## **TECHNICAL SPECS 14M X 12M STAGE**

## **SOUND**

### **MAIN RIG:**

- 24 X LARGE FORMAT LINE ARRAY 12 PER SIDE 3 WAY SYSTEM D&B/EAW/L'ACOUSTIC
- 24 X DUAL 18 OR 21 SUB WOOFERS
- 20 X MEDIUM FORMAT LINE ARRAY
- CABLING
- MULTI TRACK RECORDING
- AMPLIFICATION
- MONITORS:
- 16 X 15' STAGE MONITORS
- AMPLIFICATION
- PROCESSING:
- SYSTEM PROCESSING
- LAKE PROCESSING

### **TECHNICAL:**

- 2 X SOUNDCRAFT VI 3000 DIGITAL DESCS
- WITH ALL INBOARD AND OUTBOARD GEAR
- 3 X DJ EQUIPMENT SETS
- TALKBACK SYSTEM
- DJ RISER WITH LED
- SOUND SYSTEM ON STAGE/STAGE FILL
- FRONT FILL SYSTEM
- MICROPHONES
- 10 X SHURE ULXD MICROPHONES
- 6 X IEM SHURE OR SHENNHEIZER
- BACKLINE MICROPHONES FOR 9 PIECE BAND
- ALL RECEIVERS AND BELT PACKS
- FINNS

### **STANDS:**

AS REQUIRED BY RIDERS

### **BACKLINE:**

- 5 X PIECE YAMAHA/DW DRUM KIT WITH STANDS AND CYMBOLS
- 2 X FENDER DE VILLE GUITAR AMP
- 1X BASS AMP MARK BASS AND HEAD OR SIMMILAR
- 12 X BSS DI BOXES

- 4 X KEYBOARDS- RIDER QUALITY/ ROLAND RD 700/MOTIF XS7/8- NORD
- JACK TO JACK CABLES
- DRUM RISER ON WHEELS
- KEYBOARD AND PERC RISERS

LIGHTS:

- 24 X ROBE WASH LIGHTS 600/800
- 24 X POINTS OR SHARPIES BEAMS
- 12 X BMFL'S
- 12 X FRESNELS
- 2 X BMFL FOLLOWSPOTS
- 24 BATTON LIGHTS
- 2 X HAZERS
- 2 X FAN'S
- TRUSSING TOTEM PLATES
- 4 X TRUSSING ARMS – CENTRE STAGE BACKGROUND
- X GRAND MA LIGHTING CONSOLE

POWER:

- 400 AMP MAIN DISTRO BOX
- 250 AMP MAIN DISTRO BOX
- 6 X 63 AMP DISTROS
- 16 X 32 AMP DISTROS

CABLING

- 2 X 50m CABLE KIT 5 WAY POWERLOCK
- 2 X 200 KVA GENERATORS
- 16 X 32 AMP 3 PHASE CABLES
- 8 X 63 AMP 3 PHASE CABLE 10 AND 20M
- 70 M CABLE PROTECTION TRACK

STAGING:

- 14M X 12M SCAFFOLDING STAGE WITH TRUSSING ROOF
- 1,2/1,5M HIGH FLOOR

DRAPING

## TARPS

- 2 X 5M X 2,5M X 10,5M HIGH SPEAKER WINGS
- 2 X SETS OF STAIRS

## BRACING

- 8 X 1TON WATER TANKS
- X WHEELCHAIR RAMP
- 40M GORILLA CROWD BARRIERS FRONT OF STAGE
- 400M CROWD FENCING
- F.O.H: STRUCTURE:
- FOH STRUCTURE
- 5M X 5M X 300MM HIGH WITH ROOF

## STEPS

- FOLLOW SPOT TOWER 7,5M HIGH

## AV

- 3 X 6M X 4M LED P6 OUTDOOR SCREENS
- 120 X PANNELS LED ON STAGE VARIOUS DESIGNS
- 2 X SCREEN TOWERS
- 2 X CAMERAS HD
- X RECORDING
- X CAMERA MEN
- GREEN HIPPO OR WATCHOUT SYSTEM TO RUN GRAPHICS
- LAPTOPS

## RIGGING:

- 12 X 1 TON MOTORS
- 16 X ½ TON MOTORS
- RIGGING GEAR
- SHACKELS
- SAFETY GEAR
- CERTIFICATION:
- X STRUCTURAL CERTIFICATES OF COMPLIANCE
- X COC CERTIFICATE OF COMPLIANCE

## TRANSPORT:

- 4 X 30T HORSE AND TRAILORS
- 2 X 8TON TRUCKS
- X PANNEL VAN
- X LDV

**CREW:**

- 24 X TECHNICAL CREW AND RIGGERS
- 2 X SOUND ENGINEERS
- 2 X MONITOR ENGINEERS
- 2 X AV ENGINEERS
- 2 X LIGHTING ENGINEERS
- SNT & ACCOMMODATION FOR CREW
- Production Audio Visuals 6 x3 P3 91 indoor LED Screens Recording Post Production Packaging

**CATERING SPEC**

Date: 25 November 2023

Venue: Polokwane Cricket

**Lunch Pack: 100 people (13h00 – 14h00)**

- Sandwich and assorted juice

**Light Dinner: 250 people (16h00 – 17h00)**

- Finger food / Sweet and savoury (Harvest table)
- Assorted soft drinks including 100% juice and water

**Main Meal: 600 people (20h00 -21h00)**

- Pap/ Rolls
- 3 salads – Green Salad, Chakalaka, Potato Salad, Hot Salsa
- Wors/ chicken/beef, Fish and Beef
- Assorted soft drinks including 100% juice and water

**Late meal: 300 people (01h00 – 02h00)**

- Finger food / sweet and savoury (Harvest Table)
- Assorted soft drinks including 100% juice and water

**EMS SPECS**

3 x EMS service (ambulances) with qualified personnel to cater for a crowd of +- 10 000. The personnel should have updated ILS, BLS, ALS qualifications

## **ACCREDITATION SPECS**

Accreditation & Ticketing Thobela FM Gospel 2023

- Quote details: Provision of Accreditation & Ticketing for Thobela FM Gospel 2023
- Venue: Polokwane Cricket Club
- Event Date: 25 – 26 November 2023
- Time: 10h00 Until 06h00 the following morning
- The station request for smart wristband for both general and VIP. Reader with Turnstile to minimize human interaction. The system should be able to count patrons at the venue and to counter all fake tickets
- 4 Readers with Turnstiles for general with access control system.
- 2 Readers with turnstiles for VVIP & VIP with access control to allow access/pass outs
- Smart wristbands for access control for the event as per below request.
  
- VVIP guest's X 250
- VIP guests X150
- Municipality x 200
- Service Providers x 150
- Performing Artists X 320
- Working crew X 100
- Hawkers x 30
- JOC team x 70
- Smart General arm bands X 1000

## **SECURITY SPECS**

- Date: 25– 26 /November / 2023
- Venue: Polokwane Cricket club
- Time: 12h00(25.11.2023) – 06h00 (26.11.2023)
- 250 security guards (25.11.2023 from 12:00 – 22:00)
- 230 Security guards (25.11.2023 from 22:00 – 06:00 26.11.2023)
- 20 Bouncers 25.11.2023 – 26.11.2023
- The security company should be registered with PSIRA and a crowd control certificate.
- Appoint Security Officer to facilitate compliance certificates

## **BARRICADES SPECS**

- Date: 25 November 2023
- Venue: POLOKWANE CRICKET CLUB
- Required: Barrier fence 1.2m(H) x 2m (W) or 2m(H) x2m(W)

Front of House/Technical Area:

40m Steel Barrier fencing(2m(H) x 2m(W) ) around

- Front of stage:
- 50m Steel barrier fencing barricades
- Stage Sides:
- 20m Steel barrier fencing on both sides of the stage
- Beer Garden:
- 30m Steel barrier fencing around the Beer garden serving stations
- Delay LED Day light Screen:
- 2x 20m Barrier Fencing around the Daylight Screens.
- VIP Marquee Area:
- 50m Barrier fencing in front and side of the Marquee
- Crowd Control1600m to 2200m Steel Barrier fencing to direct foot traffic

**FM VIP set up 25 - November- 2023**

Quantity      Description

**Main Tent**

1	15m x 40m Aluminium Glass Marquee
600	Carpet on wooden decking
1	Draping
45	Lounge set up- VIP Area( couches, lounge chairs and flowers)
10	VIP Toilets with genitors and maintenance through the night
1	Kitchen tent and setup
1	Mobile Fridge
	JOC
1	peg & poles Tent for JOC (50-person capacity)
14	Tables 14 Rectangular
50	Plastic Chairs
14	Tablecloths
	Artist
1	15m x 10m A-Frame tent

1	Draping- division of change rooms with items (mirrors, dressing table etc)
5	Round Table- 8-seater
5	Round Tablecloth
50	Louis chair
40	Non-flush toilet including urinals
	Signage for the different tents (exit signage, fire extinguisher, toilet, VIP, Stage, artist tent and beer garden)

### 3. RFQ Validity period

This bid will remain valid **30 (Thirty) days** from the date of bid closing.

### 4. Costing

The indicative costing should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of services

### 5. Duration of the Contract

Once off project

### 6. Location

Polokwane cricket club

## 7. SECOND PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **80**.
- A minimum threshold of **80 out of a maximum of 100** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of Price.

Evaluation Area	Evaluation Criteria	Min Points	Max Points
<b>Experience &amp; Expertise</b>	<p>Minimum of 3 years relevant experience supported by portfolio of evidence which needs to be an online event, indoor event, outdoor event and a media engagement.</p> <p>Provide descriptive details with photographic and a link to a video evidence of the size of event, conceptualization, planning and execution inclusive of hosting high profile guests. <b>The events evidence must be supported by letters for each event on a client letter head with contact information of reference etc. (20)</b></p> <ul style="list-style-type: none"> <li>• Online event (5 points)</li> </ul>	15	35

	<ul style="list-style-type: none"> <li>• Indoor event (5 points)</li> <li>• Outdoor event (5 points)</li> <li>• Media event (5 points)</li> <li>• Not provided evidence (0)</li> </ul> <ul style="list-style-type: none"> <li>• Evidence in the form of at least 2 signed Events Management recommendation letters on company letterhead with contact information of referee. <i>Alternatively, they can attach two corporate email references – not Gmail, Yahoo or similar (15)</i> <ul style="list-style-type: none"> <li>• No Letters = (0 points)</li> <li>• 2 letters = (5 points)</li> <li>• 3 – 4 letters= (10 points)</li> <li>• 5+ letters= (15 points)</li> </ul> </li> </ul>		
<b>Capacity to deliver</b>	<ul style="list-style-type: none"> <li>• Agency resources utilized to deliver on the brief presented. List of key project team members and areas of specification relevant to eventing supported by CVs (5)</li> <li>• Amount of time it took for agency to deliver on brief pre and post event, demonstrated by number of debriefs and ability to solve queries and manage 3rd party suppliers (5)</li> <li>• Ability to integrate with client's communication partners (10)</li> </ul>	<b>20</b>	<b>20</b>
<b>Implementation Plan</b>	<ul style="list-style-type: none"> <li>• Present one case study that demonstrates the process followed in conceptualizing, planning and executing a brand led event campaign. (15)</li> <li>• Detailed project plan to be demonstrated in the case study, with reference to objectives, outcomes/ROI, event media mix, timeframe and budget allocation. (30)</li> </ul>	<b>45</b>	<b>45</b>
<b>TOTAL</b>		<b>80</b>	<b>100</b>

## 8. PRICE AND BEE (SPECIFIC GOALS)

- The 80/20 preference point system will apply to evaluate responses
- The award of the tender / RFQ to will be based on functionality evaluation.
- The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

## 9. PRICE AND BEE (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

### 9.1 PRICE

The **80/20** preference point system

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps	=	Points scored for comparative price of bid under Consideration
Pt	=	Comparative price of bid under consideration
Pmin	=	Comparative price of lowest acceptable bid

### 9.2 BEE (SPECIFIC GOALS)

<b>SPECIFIC GOALS</b>	<b><u>80/20</u></b>
EME/SME 51% owned by Black people	<b>10</b>
51% owned by Black people;	<b>5</b>
51% owned by Black people who are women	<b>3</b>
Black Youth	<b>2</b>

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

### 9.3 ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 9.4 Objective Criteria

- The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.

- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling-off period of 24 (twenty-four) months has expired.
- Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

## 10 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 11 CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.

**The Corporation reserves the right to:**

- Not evaluate and award submissions that do not comply with this tender document.
- Make a selection solely on the information received in the submissions
- Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- Award a contract to one or more bidder(s).
- Accept any tender in part or full at its own discretion.
- Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

## **12 Cost of Bidding**

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

## **13 PAYMENT TERMS**

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

Annexure A	-	Declaration of Interest
Annexure B	-	<b>SBD 6.1 Form</b>
Annexure C	-	Consortiums, Joint Ventures and Sub-Contracting Regulations
Annexure D	-	Previous completed projects/Current Projects
<b>Annexure E</b>	-	<b>SBD 4 Form</b>

## **ANNEXURE A**

### **DECLARATION OF INTEREST**

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-

- (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
- (b) any person who acts on behalf of SABC; or
- (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
- (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	: .....	
POSITION	: .....	
OFFICE WHERE EMPLOYED	: .....	
TELEPHONE NUMBER	: .....	
RELATIONSHIP	: .....	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.

3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:

- recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
- cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

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SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

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POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

## **ANNEXURE B**

### **SBD 6.1 FORM**

#### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
<b>EME/SME 51% owned by Black people</b>	<b>10</b>
<b>51% owned by Black people;</b>	<b>5</b>
<b>51% owned by Black people who are women</b>	<b>3</b>
<b>Black Youth</b>	<b>2</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**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 tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### **3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

#### **3.2.1. POINTS AWARDED FOR PRICE**

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

**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 tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

*NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero*

#### **Source Documents to be submitted with the tender or RFQ**

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

### 4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be

restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## ANNEXURE C

### CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

#### 1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

#### 2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

#### 3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
  - 3.2.1 The percentage of the contract will be sub-contracted ..... %
  - 3.2.2 The name of the sub-contractor .....
  - 3.2.3 The B-BBEE status level of the sub-contractor.....
  - 3.2.4 whether the sub-contractor is an EME      YES / NO

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SIGNATURE OF DECLARANT

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TENDER NUMBER

---

DATE

---

POSITION OF DECLARANT

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NAME OF COMPANY OR TENDERER

**ANNEXURE "D"**

**Previous completed Host-to-Host projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

**Current Host-to-Host projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

**ANNEXURE "E"****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to

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

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