



## REQUEST FOR BID

<b>GOODS</b>	
<b>SERVICES</b>	<b>X</b>

DESCRIPTION:	<b>APPOINTMENT OF EVENTS MANAGEMENT SERVICE PROVIDER(S) FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION FOR THIRTY-SIX (36) MONTHS</b>		
RFQ NUMBER:	<b>SACREMS252025</b>		
CLOSING DATE AND TIME:	<b>15 AUGUST 2025 @ 11H00</b>		
QUOTATIONS TO BE SUBMITTED TO:	<b>SUPPLY CHAIN MANAGEMENT OFFICE ZANA BUILDING 3 HILL STREET</b>		
PREFERENCE POINTS SYSTEM:	80/20		
<b>DELIVERY INFORMATION - N/A</b>			
LOCATION:	BLOEMFONTEIN		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Mr R. MASISI	Contact person:	Mr AT RAMABULANA
E- Mail address:	<a href="mailto:Masisi@sacr.fs.gov.za">Masisi@sacr.fs.gov.za</a>	E- mail address:	<a href="mailto:ramabulana.ta@sacr.fs.gov.za">ramabulana.ta@sacr.fs.gov.za</a>
Telephone No:	066 474 7494	Telephone No:	083 707 0210



**BID SPECIFICATION**

**PROVISION OF SERVICE FOR THE APPOINTMENT OF EVENTS MANAGEMENT SERVICE PROVIDER(S) FOR THE  
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION FOR THIRTY SIX (36) MONTHS  
TENDER NO: DSACREMS252025**

**NAME OF BIDDERS :** .....

**MAAA NUMBERS**.....

**TICK NOT MORE THAN ONE CATEGORY WISHES TO BID**

<b>CATEGORIES TO SELECT ON FOR SERVICE WISHES TO BID</b>	<b>TICKET YOUR INTEREST CATEGORY</b>
<b>CATEGORY A: BELOW ONE MILLION RAND SERVICE : &lt;R1MILLION RAND SERVICE</b>	
<b>CATEGORY A: ABOVE ONE MILLION RAND SERVICE : &gt;R1MILLION RAND SERVICE</b>	



## COMPANY INFORMATION

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
<b>CONTACT DETAILS</b>	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Authorised Signature	



## SECTION 1: GENERAL CONDITIONS OF BID

### 1. PROPRIETARY INFORMATION

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- 1.1 The department of Sports, Arts, Culture and Recreation (SACR) considers this Request for BID (RFB) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to SACR. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of SACR.

### 2. ENQUIRIES

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- 2.1 Any enquiry regarding this bid invitation and specification shall be submitted in writing to: [masisi@sacr.fs.gov.za](mailto:masisi@sacr.fs.gov.za). Copying [ramabulana.ta@sacr.fs.gov.za](mailto:ramabulana.ta@sacr.fs.gov.za) with the tender number as reference or subject.
- 2.2 Enquiries shall only be entertained until five (5) working days before the closing date of the tender and will not be entertained after **16h00 daily**.
- 2.3 The enquiries will be consolidated and SACR will issue one response, and such response will be posted within two days after the last day of enquiries.
- 2.4 The SACR may respond to any enquiry in its absolute discretion, and the bidder acknowledges that it will have no claim against the department on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

### 3 BID VALIDITY PERIOD AND GENERAL REQUIREMENTS

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- 3.1 The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- 3.2 Appointment as a successful bidder shall be subject to the parties agreeing on mutually acceptable contractual terms and conditions.
- 3.3 If parties are failing to reach an agreement, DSACR reserves the right to appoint an alternative supplier.
- 3.4 No regret letters will be sent to unsuccessful bidders.
- 3.5 All documentation submitted in response to this tender must be in English.



## 4 TERMS OF CONTRACT

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The term of the contract will be for the duration of the event, but the appointment will be for thirty-six months.

### 4.1 TERMS & CONDITIONS OF TENDER

- 4.1.1 The Department reserves the right to reduce or increase the total quantity of items required in the tender.
- 4.1.2 The successful tenderer will be required to allow Department personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
- 4.1.3 The highest scoring bidder would not necessarily have to be appointed by DSACR, and DSACR reserves the right to appoint any or no one at all.
- 4.1.4 Sub-service providers/sub-contracting will be allowed with the approval of the department
- 4.1.5 The tender submitted must remain Valid for 120 days after the closing date.
- 4.1.6 The Department shall deploy its Finance, SCM, and Internal Audit during the event for compliance purposes of this event and any related matters
- 4.1.7 All returnable documents must be in a separate file, clearly indexed and separated by marked sheets.
- 4.1.8 Initials must be on all pages in the tender document.
- 4.1.9 All proposals are to be sealed. No open proposal will be accepted.
- 4.1.10 All proposals are to be marked with the Project number and the name of the bidder.
- 4.1.11 Each bidder to submit Tender Document and List of Returnable Documents (clearly separated by file dividers).
- 4.1.12 No tender will be considered after the closing date and time.

## 5. DSACR RESERVES THE RIGHT TO,

- 5.1 Extend the closing date through the same medium of communication used for the invitation.
- 5.2 Extend the tender validity period before the expiry date of the original validity period.
- 5.3 Verify any information contained in the tender proposal.
- 5.4 Request any further documentary proof regarding any declaration
- 5.5 To appoint more than one supplier to a maximum of five (5) for each category.
- 5.6 Cancel or withdraw this tender as a whole or in part.
- 5.7 The Service Provider will be required to provide proof that he/she has the necessary expertise, experience, and knowledge in the event management services field.
- 5.8 To reduce or increase the total quantity of items required in the tender.



## 6. INSTRUCTIONS ON SUBMISSION OF BIDS

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- 6.1** Bids should be submitted in PDF format, all bound in a sealed envelope endorsed **SACREMS252025** and marked **APPOINTMENT OF EVENTS MANAGEMENT SERVICE PROVIDERS FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION FOR THIRTY SIX (36) MONTHS.**
- 6.2** The sealed envelopes must be placed in the bid box at the Main Reception area of the SACR-Zana Building, Cnr. Hill and Henry Street, Bloemfontein by no later than 11:00 a.m. on FRIDAY, 15 AUGUST 2025, and be placed in a tender box, as stipulated in the tender description. Bids must be submitted in the prescribed response format, as outlined in the Response Format section below.
- 6.3** The bid closing date, bidder name, and the return address must also be endorsed on the envelope. If a courier service company is being used for delivery of the bid response, the bid description must be supported on the delivery note/courier packaging, and the courier must ensure that documents are placed/deposited into the bid box. **The SACR will not be held responsible for any delays that occur when bid documents are handed to the SACR-SCM Office.**
- 6.4** Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the SACR's policy not to consider late bids for tender evaluation.**
- 6.5** Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.
- 6.6** Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a √) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 6.7 It is mandatory for the bidders to comply with the bid conditions.**

## 7. BACKGROUND AND INTRODUCTION

- 7.1** Department of Sports, Arts, Culture and Recreation Free State wishes to invite suitably qualified and experienced service providers who will be expected to plan, conceptualize, organize, implement, manage, and coordinate different categories of various events, but not limited to the following, for 36 months:
- 7.1.1 Indigenous games.
  - 7.1.2 Provincial and National School Sports Championship
  - 7.1.3 Sports and Recreation
  - 7.1.4 Departmental Outreach
  - 7.1.5 Exhibitions, Workshops, Conferences, and Seminars;
  - 7.1.6 Days Celebrated in South Africa;
  - 7.1.7 Arts and Cultural Events
  - 7.1.8 Macufe
  - 7.1.9 Launches and Openings;
  - 7.1.10 Other non-specified events which relate to the department mandate and calendar of events.



- 7.2 Events will be held at different locations and venues with varying degrees of facilities. Events will take place at formal venues such as professional conferencing facilities, as well as in rural areas with little or no facilities.
- 7.3 The department invites suitably qualified and experienced service providers to give services as event Managers for the different services outlined in the document.
- 7.4 The Service Provider will be responsible for the management and administration of events in consultation with the departmental representative.
- 7.5 Bidder(s) will be required to submit specific bids when the services are required.
- 7.6 This service shall be in place for thirty-six months, after which the contract will be terminated and a new contract will be established to make DSACR alive with activities.
- 7.7 The successful service providers must have the ability, financial capacity, infrastructure, experience, and knowledge to manage all events and special projects on behalf of the department and in conjunction with the departmental representatives.
- 7.8 The events would be focused on involving various stakeholders for an enhanced sense of inclusion, greater awareness about the celebration, and strengthening the identity of the Department, Free State Province in particular. The celebration intends to promote the province, including Arts, Culture, and Sports, but not limited to.
- 7.9 The string of events targeted to reach out to different stakeholders, and these events would be conducted in collaboration with different organisations both in the Province and the National space.

## 8. SERVICES REQUIRED

- 8.1 Broad scope and definitions of work that may be required to be performed by a service provider.

## 9. APPOINTMENT OF SERVICE PROVIDERS

- 9.1 The services will be divided into the following **two** categories:

- 9.1.1 Category A: Small Medium Events (R100,000.00 to R1000,00 South African Rands inclusive of 9.2 (if needs be)
- 9.1.2 Category B: Medium Large Events (Above R1,000,000.00 South African rands, inclusive of 9.2 (if needs be)

- 9.2 Service Providers who wish to respond to categories should know it is subdivided for equal opportunities and attraction of different audiences as follows:

- 9.2.1 Marquee tents, Flooring, Chairs, Toilets
- 9.2.2 Stage, Sound, Screens, Generator, and Lights
- 9.2.3 Artists, Programme Director(s), Emergency services, Medical Services
- 9.2.4 Catering
- 9.2.5 Security

**NB: The department reserves the right to appoint more than one service provider.**



- 9.3** The Department would like to ensure an equitable split of work among all service providers on a rotational basis.
- 9.4** Service Providers that have been awarded an event will be eliminated from the next round of invitation of offers until the rotation is completed.
- 9.5** Service Providers are expected to choose not more than one category to enable equitable service amongst the bidders.
- 9.6** A separate portfolio of evidence must be completed for each category that a service provider wants to apply for, and clause 14 of this bid on page 10 must be adhered to and submitted as mandatory information.
- 9.7** The appointed company(s) will be required to make a presentation to the Department on how outsourcing or sub-contracting will take place (list of companies provided), payments, final payments, reconciliation of budgets, and the management fee involved. The appointed company will select subcontractors in consultation with the Department.
- 9.8** Continuous liaison between the Department and the appointed company(s) will occur until the event is completed, and a short debriefing meeting will be convened immediately after the event.
- 9.9** A post-event report should be submitted within five days after the event, which must include, but is not limited to, the number of jobs created during the event, for example, 60% women, 25% youth 5% people with disability, and 10% previously historically disadvantaged individuals.
- 9.10** The department will be initiating some events over the next 36-month period.

## **10. OVERSIGHT OF A SERVICE PROVIDER THAT HAS BEEN APPOINTED TO MANAGE AN EVENT**

### **10.1 DEPARTMENT OVERSIGHT**

- 10.1.1 The department shall establish a steering committee to oversee the event.
- 10.1.2 The steering committee shall approve all arrangements for an event.
- 10.1.3 The steering committee may conduct a site inspection with the service provider before an event.
- 10.1.4 A service provider must develop a project charter including tasks and deadlines for the event.
- 10.1.5 The steering committee must approve the project charter.

### **10.2 OBLIGATIONS OF THE SERVICE PROVIDER**

- 10.2.1 The Service Provider shall provide management services in respect of quality and quantity control as well as supervision of the preparations.
- 10.2.2 The Service Provider shall manage and control its staff in the concerned premises where the function is to be catered for.
- 10.2.3 The Service Provider to deliver the service upon receipt of an official order.
- 10.2.4 The Service Provider shall submit its account directly after the function.
- 10.2.5 Claims for payments shall be submitted on official invoices.



**10.3 SERVICE PROVIDER’S TERMS OF REFERENCE**

10.3.1 DSACR intends to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

10.3.2 The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of DSACR and the knowledge and experience of the service provider.

10.3.3 These ToRs and the service provider’s bid will form the basis of the service level agreement to be entered into between the parties.

**10.4 COMPLETION OF TENDER DOCUMENTS**

10.4.1 The original tender document must be completed entirely in black ink and signed by the authorised signatory to validate the tender.

10.4.2 The declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the tender being disqualified.

**11. TENDER DOCUMENTS MAY NOT BE RETYPED. (ONLY HAND WRITTEN)**

11.1 Typed documents will result in the disqualification of the tender.

12. The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

13. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorized alteration will automatically disqualify the tender. Any ambiguity must be clarified with the contact person for the tender before the tender closes.

**14. MANDATORY SUBMISSIONS – STAGE**

**PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS**

NO	DESCRIPTION	Yes/ NO	Office use only
1	Company Registration Certificate – CIPC		
2	Valid SARS Tax Pin		
3	Comprehensive Company Profile		
4	Proof of Business Address		
5	Fully Initialled & Completed all tender document pages		
6	Signed Declaration of Interest		
7	Completion of the Standard Bidding Forms (SBD1, 3.1, 4, 6.1)		
9	Valid <b>CATERING HEALTH</b> Certificate (Municipality)		
10	Certified ID of Directors (not older than 3 months)		

All relevant sections completed and signed, and all pages of the tender document initialled by the authorized signatory. Proof should be attached that the signatory is duly authorized to enter into a contractual agreement with the Department on behalf of the organization.



## 15. PROHIBITION OF RESTRICTIVE PRACTICES

- 15.1** 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).
- 15.2** 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.
- 15.3** 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.

## 16. RIGHTS RESERVED

Bidders should note that DSACR reserves the right to negotiate terms and conditions after selecting the successful tenderer(s). DSACR reserves the right to accept any proposal submitted or reject all proposals. DSACR may request clarification in writing on any aspect of a response to this invitation.

## 17. TAXES AND DUTIES

We will only move forward with bidders whose tax matters are properly in order. Before awarding the bid, SARS needs to confirm that the preferred bidder's tax affairs are in good standing, which includes having a valid SARS Tax pin.

## 18. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

## 19. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 36 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Financial Statements are to be attested by a qualified Chartered Accountant (SA).



## **20. ACCEPTANCE OR REJECTION OF A TENDER**

The Department reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Department does not bind itself to accepting the lowest tender or the tender scoring the highest points.

## **21. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder 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 as far as may be necessary for purposes of such performance.

## **22. PROTECTION OF PERSONAL INFORMATION ACT, 2013**

The successful Service Provider shall abide in the protection of personal information of the Department. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

## **23. LEGITIMACY OF INFORMATION**

Bidders declare information furnished in this tender to be precise, accurate, and bona fide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Department may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract.

## **24. NATURE OF SERVICE**

The nature of service the Department enters into with the successful bidder is based on the price offered and accepted for the duration of the contract. If prices increase due to external environmental factors, such as Industry factors, in relation to an increase in international prices.

## **25. PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)**

Bidders agree to comply with the provisions of the POPIA when dealing or exchanging personal information of each other.

## **26. PART 2: SCOPE OF WORK AND DELIVERABLES**

The scope of work shall broadly include, but not be limited to, as stipulated in the bid document.



### 26.1 Conceptualisation of the Event

26.1.1 The event management company will be responsible for conceptualisation and assessment of the type and magnitude of the event in consultation with the Department

26.1.2 Marketing, Branding, and Communication. This task will include:

26.1.2.1 Finalisation of the event with all the sub-activities of the event;

26.1.2.2 Preparation of detailed activity plans and schedule finalisation of appropriate dates, venue, and logistics;

26.1.2.3 Protocols, safety, and security measures.

### 26.2 Complete solution to the various aspects of the event

This task will include various arrangements for events. Providing all the necessary arrangements for events and sub parts of events in terms of human resources, services and equipment. The Company will assess all such requirements and provide the assessed items for the events.

### 26.3 Designing, layout, performance and sitting plans

The Company will design, plan, and execute all the physical attributes of the events such as sitting arrangements, stage, performance areas, circulation, venues etc.

## 27. Logistical Requirements

Provide logistical arrangements for the events of the Department of Sport, Arts and Culture. Logistical arrangements may involve the following services and facilities, but not limited to:

Description of items/service
Marquee and ground sheets/carpets
Tables
Chairs
PA systems
Sound systems including commissioning
LCD screen
Photography, projection and video recording service
Labour saving devices (laptops, fax, printing, copy)
Portable air conditioners
Décor and stage set up
Portable Toilets and VIP trailers
Water tankers
Catering: VIP
Catering: Community
Food transportation and storage including refrigeration
Waitrons
Ushering
Entertainers/ Artists
Security
Marshals including marshal/usher identification



Name tags and lanyards
Translation services (simultaneous)
Preparation and printing of invites, programmes etc
Registration of delegates or invitees
Management of steering committees
Parking arrangements
Plaque engraving services
Signage
Banners – design, print and erection
Preparation of delegate packs
Speed fencing including erection and dismantling
Preparation/cleaning of site
External TV broadcasts, National and Provincial radio broadcasts and community radio broadcasts
Live feed (Large screen projection)
Media advertising
Installation of lightning conductors for events as and when required

## 29. Arrangement of various logistics

The Company will do all the arrangements for logistics and hospitality of the invites and will make all the bookings. The logistics will include but not limited to the following:

### 29.1 Hiring of Equipment

The Company will hire all the equipment as and when required for successful coordination of the events,

### 29.2 Engaging with Dignitaries

The Company shall be responsible for taking care of VIPs or performers for events. The Company will also arrange all logistics and hospitality for the same under department guide and protocols.

### 29.3 Invitation

The Company shall coordinate with the Department for Marketing Branding and Communication for designing of invitation and finalise the same with approval of the Department. The Company will also be responsible for preparing the guest list.

With guide from the department

#### 29.3.1 Videography and Photography

The Company will arrange for photography and videography of the event. Use of high-quality cameras and other technologies shall be provided by the Company.



### 29.3.2 Management and Monitoring

The Company shall be responsible for the management of all the parts and sub parts of the event. The Company with department team will monitor and report on all the proceedings and updates on the events as and when required by the Department Event Management Committee (EMC.)

### 29.3.3 Any other related services

The scope of work shall not be limited to the above-mentioned and any services required shall be furnished by the Company on mutually agreed terms with the Department.

### 29.3.4 Project Duration

The duration of the engagement is from the date of appointment to the close-up report. The duration for the services to be provided shall be for a period from the signing of the contract for a period equal to and not more than thirty-six months.

## 30 SITE VISIT / DUE DILIGENCE

Site visits will be conducted with shortlisted or appointed service providers to verify certain stated information or assumptions and in this instance the bidder will be obliged to provide the DSACR with all necessary access, assistance and/or information which the DSACR may reasonably request and to respond within the given time frame set by the DSACR.

## 31 PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 31.1 EVALUATION PROCEDURES - METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

#### Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

- (a) requirements as described in the bid document;
- (b) Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, service providers that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

#### Phase 2: Evaluation of proposals based on *Functionality* and the Specific goals as criteria:

This phase of the evaluation is conducted in two (2) stages – first **functionality** will be assessed and then in accordance with 80/20 preference point system.

#### Stage 1: **Evaluation of functionality**

- The evaluation criteria for functionality will take into account the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical *capacity* and *ability* to execute and maintain a contract.



**Note:** No bid will be considered further unless the *minimum 70% qualifying score/percentage* for functionality has been achieved.

**Stage 2: Evaluation in terms of the 80/20 preference point system**

- Only bids that achieved the *minimum qualifying score/percentage* for functionality will be considered further in terms of the 80/20 preference point system.
- The formulae to be utilized in calculating points scored for the preference point system are included in this document.

**Stage 1** will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$P_s = 80 (1 - P_t - P_{min} / P_{min})$  Where:

$P_s$  = Points scored for comparative price of proposal or Proposal under consideration;

$P_t$  = Comparative price of proposal or Proposal under consideration; and  $P_{min}$  = Comparative price of lowest acceptable proposal or Proposal.

**Stage 3** will be the *calculation of points for the Specific goals*, where 20 points will be awarded to a proposer for attaining the goals set, and points will be awarded as per the table below:

SPECIFIC GOALS	Number of Points
Historically Disadvantaged Individuals (HDI)	5
Women	10
Youth	5

**31.2 THE FOLLOWING EVALUATION METHOD WILL BE USED;**

- After the closing date of the bid invitation, appointed evaluation committee members of the Department and possibly other external experts (when necessary) will evaluate the proposals of the bidders.
- The committee will individually or group evaluate each of the bid proposals received against the appointed criteria as provided for in the Preferential Procurement Policy Framework Act of 2000.

**31.3 PROSPECTIVE BIDDERS MUST NOTE THE FOLLOWING:**

- DSACR may request additional information, clarification, or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing.
- DSACR may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider’s information and capabilities (Including visiting the Service provider’s various



premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide DSACR with all necessary access and assistance;

- (c) DSACR may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- (d) DSACR will evaluate the Proposals with reference to DSACR's set and approved evaluation criteria guided by the procurement policy as indicated. DSACR reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

## 32 **EVALUATION PROCESS**

### **PHASE 2: FUNCTIONALITY AND SPECIFIC GOALS POINT CRITERIA:**

#### **Stage 1:**      Functionality

- The Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and locality and Total score is 100 points, including where applicable
- If any item does not apply to your company, indicate with "N/A". No blank box is allowed
- All Suppliers are expected to score at least 70% (70 points out of 100) at this stage to proceed to the next phase, which is the Technical Evaluation, and Points achieved at this shall not be carried to the next stage



**FUNCTIONALITY EVALUATION (100 points)**

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<b>A BETWEEN R100,000.00 TO R1,000,000.00</b>		
<p><b><u>Bidder's relevant experience in the events management environment.</u></b></p> <p>Bidders to provide successful completion of similar service in terms of the value of work between 2022 and 2025</p> <p>Completed work from R100 000.00 up to the value of R300,000.00 with 1 reference letter of 1-3 years = 20 Points</p> <p>Completed work above R300,000.00 up to the value of R700,000.00 with 1 reference letter of 2-5 years =30 Points</p> <p>Completed work above R700,000.00 up to the value of R1,000,000.00 with one reference letter of above 5 years = 40 Points</p> <p>Non-submission or no correspondence of the evidence = 0 Points</p>	<p>A Purchase Order from the Company or a Government institution must indicate the value of the event Management Services rendered</p> <p>The Department reserves the right to verify the bidder's information</p> <p>Signed reference letters on the letterhead of the Department/Institution/Company.</p> <p>The reference letter must correspond to the evidence submitted in criteria 1 to obtain Points.</p>	<b>40</b>
<p><b>Criteria 2 Financial Capacity</b></p> <p>Bank Rating Letters</p> <p>Rating A=30</p> <p>Rating B=20</p> <p>Rating C=15</p> <p><b>Non-submission or other ratings less than C=0</b></p>	<p>Attach rating letter from an accredited financial institution</p>	<b>30</b>
<p><b>Criteria 3</b></p> <p>Free State based companies = 30 points</p>	<p>Proof of residence or leasing agreement if not owning the property.</p> <p>or</p> <p>Proof of municipality accounts in the bidders' name</p> <p>or</p> <p>Municipality Clearance Certificate</p>	<b>30</b>
<b>TOTAL FOR FUNCTIONALITY:</b>		<b>100</b>



CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<p><b>CATEGORY B. ABOVE R1,000,000.00</b></p> <p><u>Criteria1</u></p> <p><u>Bidder's relevant experience in the events management environment.</u></p> <p>Bidders to provide successful completion of similar services in terms of the value of work between 2018 and 2025</p> <p>Completed work from R1,000 000.00 up to the value of R1,300,000.00 with 1 reference letter of 1-3 years = 20 Points</p> <p>Completed work above R1,300,000.00 up to the value of R1,700,000.00 with 1 reference letter of 2-5 years =30 Points</p> <p>Completed work above R1,700,000.00 with one reference letter of above 5 years = 40 Points</p> <p>Non-submission or no correspondence of the evidence = 0 Points</p>	<p>A Purchase Order from the Company or a Government institution must indicate the value of the event Management Services rendered</p> <p>The Department reserves the right to verify the bidder's information</p> <p>Signed reference letters on the letterhead of the Department/Institution/Company.</p> <p>The reference letter must correspond to the evidence submitted in criterion 1 to obtain Points.</p>	<p><b>40</b></p>
<p><b>Criteria 2 Financial Capacity</b></p> <p>Bank Rating Letters</p> <p>Rating A=30</p> <p>Rating B=20</p> <p>Rating C=15</p> <p><b>Non-submission or other ratings less than C=0</b></p>	<p>Attach a rating letter from an accredited Financial institution.</p>	<p><b>20</b></p>
<p><b>Criteria 3</b></p> <p>Free State-based companies = 30 points</p>	<p>Proof of residence or a leasing agreement if not owning the property.</p> <p>or</p> <p>Proof of municipality accounts in the bidders' name</p> <p>or</p> <p>Municipality Clearance Certificate</p>	<p><b>30</b></p>
<p><b>TOTAL FOR FUNCTIONALITY:</b></p>		<p><b>100</b></p>



### 33 TECHNICAL CHARACTERISTICS

- The minimum score required to succeed to the next level is 70%.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.

### 34 PRICES

- Prices for category A& B shall be competitive

### 35 LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff members of the DSACR, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

### 36 EVALUATION PROCESS AND CRITERIA FOR SERVICE

The criteria for preferential procurement are outlined in our bid documents.

The Bid Evaluation Committee (BEC) will determine the functionality score, with each member rating each criterion. Alternatively, they may choose to evaluate bidders collectively on the scoresheet.

The score for each criterion will be multiplied by its specific weighting to determine the marks for that criterion. These scores will then be summed and presented as a fraction of the highest possible total score across all criteria.

The total score will be converted to a percentage, and only Bidders that have met or exceeded the minimum threshold of **70 Points** for functionality will be evaluated and scored in terms of pricing and specific goals as indicated in Section 6.1 of the SBD.

Individual value scores will be multiplied by the specified weighting for the criterion to obtain the marks scored for all the elements. These marks will be summed and expressed as a fraction of the maximum achievable score across all criteria. Subsequently, this score will be converted into a percentage.

Proposals that score below 70 points on the functionality evaluation will be disqualified, and their financial proposals will not be taken into account.

The Department reserves the right to determine the number of Event Management Companies to be appointed to provide event management services.



**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>SACREMS252025</b>	CLOSING DATE:	<b>15 AUGUST 2025</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>APPOINTMENT OF EVENTS MANAGEMENT SERVICE PROVIDER(S) FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION FOR THIRTY-SIX (36) MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>3 HILLS STREET</b>					
<b>ZANA BUILDING</b>					
<b>BLOEMFONTEIN</b>					
<b>9300</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr. R MASISI</b>		CONTACT PERSON	<b>Mr AT RAMABULANA</b>	
TELEPHONE NUMBER	<b>066 474 7494</b>		TELEPHONE NUMBER	<b>083 707 0210</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>masisi@sacr.fs.gov.za</b>		E-MAIL ADDRESS	<b>ramabulana.ta@sacr.fs.gov.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA



<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

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

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

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

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**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, 2022, 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 3.2**

**PRICING SCHEDULE – NON-FIRM PRICES**

**(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS. IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.**

Name of bidder.....	Bid number: <b>SACREMS252025</b>
Closing Time 11:00	Closing date <b>15 AUGUST 2025</b>

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

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



\*Delete if not applicable

**PRICING SCHEDULE – NON FIRM PRICE**

**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

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY VAT EXCLUSIVE	BID PRICE IN RSA CURRENCY VAT INCLUSIVE
1.	BREAKFAST	COST PER PERSON	COST PER PERSON
1.1	<b>English Breakfast</b>  Eggs (boiled/ scrambled/ poached or baked) Bacon/Fish Cakes Sausage (beef/pork/chicken or lamb) Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI) Cereals/Soft porridge Fresh Fruit Salad Yoghurt (250ml) assorted Tea plain/Rooibos Coffee (caffenaited/de-caffenaited) 100% Juice 500ml bottle screw topped (assorted) 500ml Bottled Water screw topped Sugar (brown, white or sweetner) honey, lemon slices Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer Wrapped Toothpicks	R	R



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



	Greek Salad		
	Pasta Salad		
	100% 340ml juice can (assorted)		
	500ml Bottled Water screw topped		
2.3	<b>Main Course (2):</b>	R	R
	Savoury Rice/Plain Rice		
	Lamb Chops (2 chops) best-end		
	Butternut (roasted with cinnamon)		
	Greek Salad		
	100% 340ml juice can (assorted)		
	<b>DESSERT</b>		
2.4	<b>One of the following:</b>		
	Ice cream	R	R
	Fudge Picasso	R	R
	Strawberry Cheesecake	R	R
	Malva pudding with Custard	R	R
	Cheese Cake/Lemon Cheese Cake	R	R
	Fresh Fruit Salad	R	R
<b>3.</b>	<b>DINNER</b>		
3.1	<b>Starter:</b>		
	Chicken salad	R	R
	Chicken livers	R	R
	Fish on a bed of Lettuce	R	R
	Soup (vegetable soup with cocktail bun)	R	R
3.2	<b>Main Course:</b>	R	R
	Savoury Rice/Plain Rice		
	<b>Two of the following meats:</b>		



	<ul style="list-style-type: none"> <li>• Fish (fried/grilled) Tartare sauce</li> <li>• Roasted Beef with gravy</li> <li>• Roasted Chicken (1/4 chicken breast/leg)</li> <li>• Lamb Chops (2 chops) best-end</li> </ul> <p><b>Two of the following salads:</b></p> <ul style="list-style-type: none"> <li>• Potato Salad</li> <li>• Red Kidney Bean</li> <li>• Greek Salad with Feta Cheese (Salad dressing separate)</li> <li>• Pasta Salad</li> </ul> <p><b>Two of the following vegetables:</b></p> <ul style="list-style-type: none"> <li>• Roasted Vegetables</li> <li>• Greenbeans with Potatoes</li> <li>• Butternut (roasted with cinnamon)</li> <li>• Creamed Spinach with Feta</li> </ul> <p>100% 340ml juice can (assorted)</p>		
<b>3.3</b>	<b>MASS CATERING</b>		
<b>3.3.1</b>	<b>Food Parcels:</b>		
	(a)	<b>R</b>	<b>R</b>
	<ul style="list-style-type: none"> <li>• Assorted sandwiches</li> <li>• 2 fruits assorted</li> <li>• 250 ml 100% fruit juice any flavour</li> <li>• Include packaging</li> </ul>		
	(b)	<b>R</b>	<b>R</b>



	<ul style="list-style-type: none"> <li>• 2 Assorted fruits</li> <li>• 250ml 100% fruit juice various flavour</li> <li>• Include packaging</li> </ul> <p>(c) Pap</p> <ul style="list-style-type: none"> <li>• 2 green veggies</li> <li>• Beef</li> <li>• 250ml 100% fruit juice various flavours</li> <li>• Include packaging and plastic cutlery</li> </ul>		
		R	R
<p><b>3.3.2</b></p>	<p><b>Potjiekos and Pap (Game/Red Meat)</b></p> <p><b>Portion per person minimum:</b> 250g Pap, 150g meat and 200g mix vegetables.</p> <p><b>Packaging:</b> Polystyrene container with plastic cutlery</p> <p>100% 340ml juice can (assorted)</p> <p>500ml Bottled Water screw top</p>	R	R
<p><b>3.3.3</b></p>	<p><b>Light snack</b></p> <p>50g salted peanuts</p> <p>50g dried fruit mix</p> <p>3 x cocktail buns (individually wrapped) fillings, ham and cheese, peanut butter and jam</p> <p>1 x fresh fruit in season</p> <p>1x pack of dried chips</p> <p>Biltong 100g</p> <p>100% 340ml can Fruit Juice</p> <p>500ml bottled water</p> <p><b>Packaging:</b> Prepack in brown paper bag / platter</p> <p><b>Delivery:</b> Cold chain to be maintained.</p>	R	R
<p><b>3.4</b></p>	<p><b>OPTIONAL</b></p>		



3.4.1	Vegetable Soup served with bread		
3.4.2	Vegetarian meals		
3.4.3	Halaal meals		
3.4.4	500ml Mineral Water (still)	R	R
	1.5l Mineral water (still)	R	R
	5l Mineral Water (still)	R	R
	500ml Flavoured water	R	R
	500ml Energy drink (Assorted)	R	R

4.	AUDIO VISUALS	PRICE (EXCLUDING VAT)	PRICE (INCLUDING VAT)
	<b>DESCRIPTION</b> <b>PA SYSTEM FOR INDOORS</b>		
4.1(a)	PA System for indoors <b>100-200 people</b>		
4.1 (b)	PA System for indoors <b>201-500 people</b>		
4.1 (c)	PA System for indoors <b>501-1000 people</b>		
4.1 (d)	PA System for indoors <b>1001- 2000 people</b>		
4.2	Sound system for indoors with backline for a live band		
	<b>DESCRIPTION</b> <b>PA SYSTEM FOR OUTDOORS</b>		
4.3	PA system for outdoors <b>1000 -2000 people</b>		
	PA system for outdoors <b>2001 -5000 people</b>		
	PA system for outdoors <b>5001 -15000 people</b>		
4.4	Sound system for outdoors with backline for a live band		
4.5	1 x Data Projector and Screen		
4.6	1 x Data Projector and Screen, Camera and Technician (indoors)		
4.6	1 x Data Projector and Screen, Camera and Technician (outdoors)		
4.7			
4.6	2 x Data Projector and Screens, Cameras and Technician (indoors)		
4.7			



4.7			
4.8	2 x Data Projector and Screens, Cameras and Technician (outdoors)		
4.7	Plasma Screen (size)		
4.8	19 and 32 inches in size		
4.8	26 to 46 inches in size		
4.8	32 to 63 inches in size		
	40 to 80 inches in size		
	Outdoor Screen (size) 10m <sup>2</sup> 4 feet		
	16m <sup>2</sup>		
	29m <sup>2</sup>		
	40m <sup>2</sup>		
4.9	Basic Lighting for Tent		
4.10	Cordless Microphone		
4.11	Lapel Microphone		
4.12	Smoke Machine		
4.13	Generator/Backup Power		
	Generator/Backup Power 6.5kva		
	Generator/Backup Power 25kva		
	Generator/Backup Power 110kva		
	Generator/Backup Power 125kva		
	Generator/Backup Power 185kva		
	Generator/Backup Power 200-250kva		
4.14	Stage 2.25mx1.25		
	8mx6m		
	10mx8		
	14mx10m		
4.15	Airconditioners or Industrial Fans		



5.	SEATING AND TABLES		PRICE EXC VAT	PRICE INC VAT
5.1	Aki Chairs	White		
5.2	Bankguet Chairs	Blue		
5.3	Riviera Chairs	White		
5.4	Cheecky Bar Stool	Silver with Crome Seat		
5.5	Z-Bar Stool	Silver with Black Seat		
5.6	Tub Chairs	Black, Red, White, Brown & Blue		
5.7	One Seater Couches	Black		
5.8	Two Seater Couches	Black, Red, White & Brown		
5.9	Three Seater Couches	Black, Red, White & Brown		
5.10	Ottomans	White/Black		
5.11	Round Table	Supperwood Top		
5.12	Steel Rectangular Table	Superwood Top		
5.13	Wooden Rectangular Table	Steel Top		
5.14	Half Round Table	Superwood Top		
5.15	Conference Table	Oak Finish Top		
5.16	High Cocktail Table	Rust/Wooden		
5.17	Low Cocktail Table	Rust/Wooden		
5.18	Sherry	Wooden Top		
5.19	High Cocktail Table	Aluminium Top		
5.20	Coffee Table	Black/Brown with glass Top		
<b>6.</b>	<b>DRAPING</b>			
6.1	Full Roof Draping	Full Roof Draping		
6.2	Strip Draping	Strip Draping		
6.3	Sides/Scaping Only	Sides/Scaping Only		



7.	ABLUTION FACILITIES (Fully serviced)	DESCRIPTION	Price per Unit Excluding VAT	Price per Unit Excluding VAT
7.1	Non Flush Toilets	Non Flush Toilets		
7.2	Flush Toilets	Flush Toilets		
7.3	Executive Portable	Executive Portable		
7.4	Traillor Unit	Traillor Unit		
7.5	Toilets for persons with disabilities (different catagories)	Toilets for persons with disabilities (different catagories)		
8.	DECORATING	DESCRIPTION	Price per Unit Excluding VAT	Price per Unit Excluding VAT
	<b>CANDLES</b>			
8.1	Altar Candles	15cm White		
	Altar Candles	25cm White		
	Altar Candles	35 cm White		
8.2	Pillar Candles	15cm White		
	Pillar Candles	25cm White		
	Pillar Candles	35cm White		
	Pillar Candles	50cm White		
	Pillar Candles	65cm White		
	Pillar Candles	80cm White		
	Pillar Candles	1m White		
8.3	Ball Candles	12cm White		
	Ball Candles	15cm White		
	Ball Candles	17cm White		
	Ball Candles	20cm Gold		
	Ball Candles	25cm White		
8.4	Square Candles	15cm White		
	Square Candles	35cm White		
8.5	Floating Candles	Pool		
	Floating Candles	Small		
	Floating Candles	Medium		
	Floating Candles	Large		
	Floating Candles	Dinner Candle		
8.6	Candelabra	90cm		



	Canadelabra	30cm		
8.7	Astra Silver Square Container	15cm		
	Astra Silver Square Container	25cm		

10.	CENTRE (GLASS)	PIECES	DESCRIPTION	UNIT PRICE EXCL VAT	UNIT PRICE INCL VAT
10.1	Cone Stand & Vass		90cm		
	Cone Stand & Vass		1.2m		
	Cone Stand & Vass		1.6m		
10.2	Glass		Rose Vase		
	Glass		Tall Chalice Vase		
	Glass		Julie Vase		
	Glass		Martini Vase		
	Glass		Eve Bowls		
	Glass		Flat Round Bowl		
	Glass		Rose Bowl (Large)		
	Glass		Rose Bowl (Medium)		
	Glass		Rose Bowl (Small)		
10.3	Square Glass Holder		7cm		
	Square Glass Holder		10cm		
	Square Glass Holder		15cm		
	Square Glass Holder		25cm		
10.4	Mirror		10cm		
10.5	Long Holder		10x35x8cm		
10.6	Double Bowl				
10.7	Manda & Stand				
10.8	Half Moon Stand		Large		
10.9	Wavy Edged Bowl		Large		
10.10	Glass Cake Stand		Medium		
10.11	Stand				
10.12	V-Bowl				
10.13	T-Light Holder				
	Dinner Candle Holder				
10.14	White Bowl				
	White Bowl				
	White Bowl		Small		
10.15	Bottle				



10.16	Bell	Large		
10.17	Storm Lantern	Large		
	Storm Lantern	Small		



11.	CENTREPIECE (RUSTED)	DESCRIPTION	PRICE EXCL VAT	PRICE INCL VAT
11.1	Rusted Pillars	1.2m Lattice Pillar		
	Rusted Pillars	1.6m Lattice Pillar		
	Rusted Pillars	Pyramid Stand		
<b>12.</b>	<b>TABLE STAND (RUSTED)</b>			
12.1	Table	Table Africa Stand		
	Table	Table Crystal Stand		
	Table	Lapa Stand		
	Table	Horizon Folding Stand		
	Table	Snake Stand		
	Table	Fruit Bowl		
	Table	Bird's Nest		
	Table	Rusted Flower		
	Table	Handbag & Shoe		
	Table	Wooden Tray		
<b>13.</b>	<b>FLOOR STANDS (RUSTED)</b>			
13.1	Floor	Floor Africa Stand		
	Floor	Floor Crystal Stand		
	Floor	Guest List Stand		
	Floor	5 Candle Cream Stand		
	Floor	Bird Cage Stand		
	Floor	C Stand		
	Floor	Jewish Altar Stand		
	Floor	Flower Stand		
	Floor	Clasical Stand		
	Floor	8 Candle Stand		
	Floor	5 Candle Stand		
	Floor	Bicycle		
	Floor	Stand with baskets		
<b>14.</b>	<b>PILLARS</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
14.1	White Cream Pillars	90cm		
	White Cream Pillars	1.2m		
	White Cream Pillars	1.6m		



15.	GENERAL TABLE STANDS	DESCRIPTION	PRICE EXCL VAT	PRICE INCL VAT
15.1	Table	Wooden Lantern		
	Table	Square Wooden Tray		
15.2	Washed Terracotta Pot	Small		
	Washed Terracotta Pot	Large		
15.3	Table	French Cream Candelabra		
	Table	French Cream Cone Stand		
	Table	4 Candle Cream Stand		
	Table	Envelope Holder		
	Table	New French Squares		
15.4	French Latern			
15.5	Black Table	C-Stand		
	Black Table	Small Konka		
	Black Table	Large Konka		
	Black Table	Outdoor Konka		
	Black Table	8 Candle Round Holder		
	Black Table	Church Stand		
<b>16.</b>	<b>GENERAL</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE</b>
16.1	Confetti Basket			
16.2	Wire Basket			
16.3	Crystal Bunch			
16.4	Wooden Braiden Ring	X Small		
	Wooden Braided Ring	Small		
	Wooden Braided Ring	Medium		
	Wooden Braided Ring	Large		
16.5	Wooden Vine Basket	Small		
	Wooden Vine Basket	Large		
16.6	Photo Frame Talbe Numbers			
<b>17.</b>	<b>CROCKERY</b>			
17.1	Plates	Buffet		
	Plates	Dinner		
	Plates	Side		
	Plates	Dessert		
	Plates	Mug		
17.2	Square Plates	Dinner		
	Square Plates	Side		



	Square Plates	Dessert		
	Square Plates	Cup & Saucer		
17.3	Silver Border Plates	Dinner		
	Silver Border Plates	Side		
	Silver Border Plates	Dessert		
	Silver Border Plates	Cup & Saucer		
17.4	Arco Plates	Dinner		
	Arco Plates	Breakfast		
	Arco Plates	Side		
	Arco Plates	Dessert		
	Arco Plates	Starter		
	Arco Plates	Cup & Saucer		
17.5	Glasses	Red/White Wine		
	Glasses	Champagne		
	Glasses	Hi Ball		
	Glasses	Zombi		
	Glasses	Goblet		
	Glasses	Beer		
	Glasses	Tot		
	Glasses	Sherry		

18.	GENERAL GLASSWARE	DESCRIPTION	PRICE EXCL VAT	PRICE INCL VAT
18.1	Crystal Red Wine			
	Crystal White Wine			
	Crystal Champagne			
	Crystal Sherry			
18.2	Long Flute			
18.3	Martini			
18.4	Teardrop Pilsner			
18.5	Jug			
	Big Jug			
	Silver Jug			
18.6	Salad Bowl Glass	Small		



	Salad Bowl Glass	Medium		
	Salad Bowl Glass	Large		
18.7	Salad Bowl White	Small		
	Salad Bowl White	Medium		
	Salad Bowl White	Large		
18.8	White & Glass	Medium		
<b>19.</b>	<b>MISCELLANEOUS CROCKERY</b>		<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
19.1	Salt & Pepper Set			
	Silver Salt & Pepper Set			
19.2	Pate Bowl			
19.3	White Carafe			
19.4	Tray			
19.5	Sugar Bowl			
19.6	Milk Jug			
19.7	Coffee & Tea Pot			
19.8	Ice Bucket			
	Ice Bucket with Stand			
	Perspex Ice Busket			
19.9	Chafing Dish			
19.10	Punch Bowl			
<b>20.</b>	<b>ELOFF CUTTLERY</b>		<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
20.1	Fork			
20.2	Knife			
20.3	Soup & Dessert Spoon			
20.4	Fish & Dessert Fork			



20.5	Fish & Dessert Knife		
20.6	Cake Fork		
20.7	Teaspoon		
20.8	Steak Knife		
<b>21.</b>	<b>IMPULSE &amp; ROYALTY CUTLERY</b>	<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
21.1	Fork		
21.2	Knife		
21.3	Soup & Dessert Spoon		
21.4	Fish & Dessert Fork		
21.5	Fish & Dessert Knife		
21.6	Cake Fork		
21.7	Teaspoon		

<b>22.</b>	<b>GENERAL (CUTLERY)</b>	<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
22.1	Cake Lifter		
22.2	Wedding Cake Knife		
22.3	Serving Spoon		
22.4	Salad Server		
22.5	Carving Knife		
22.6	Carving Fork		
22.7	Tong		
<b>23.</b>	<b>UNDERPLATES</b>	<b>UNIT PRICE EXCLUDING VAT</b>	<b>UNIT PRICE INCLUDING VAT</b>
23.1	Silver		
23.2	Pewter Silver		



23.3	Stainless Steel Silver				
23.4	Embossed Silver				
23.5	Gold				
23.6	Gold Square				
23.7	Bronze				
23.8	Bronze Gold				
23.9	Black				
<b>24.</b>	<b>GLASS DISKS (UNDERPLATES)</b>	<b>30cm</b>	<b>40cm</b>	<b>50cm</b>	<b>90cm</b>
24.1	Underplate				
24.2	Square Mirror (50x40cm)				
<b>25.</b>	<b>LINEN &amp; TABLE CLOTHS</b>				
25.1	Mini Matt Table Cloths	3m Round			
	Mini Matt Table Cloths	2.7m x 1.5m Long			
25.2	Linen Serviette				
25.3	Frill				
<b>26.</b>	<b>DAMASK TABLE CLOTHS</b>				
26.1	Round	3 m			
26.2	Long	3.2x2. 4m			
26.3	Serviette				
<b>27.</b>	<b>VELVET TABLE CLOTHS</b>				
27.1	Round table cloths	3 x 3cm			
27.2	Square table cloths	3 x 3cm			
<b>28.</b>	<b>OVERLAYS</b>				
28.1	Organza Table Cloth				
28.2	Organza Square				
28.3	Square Material				
28.4	Organza Chairbinder				



28.5	Africa Print Overlays				
28.6	Runner				
28.7	Organza Runner				
<b>29.</b>	<b>CHAIR COVERS</b>				
29.1	Stretch Chair Covers				
<b>30.</b>	<b>TABLES &amp; CHAIRS</b>				
30.1	Round Table				
30.2	Long Wooden Table	2.4m x 2 m			
30.3	Long Steel Table				
30.4	Half Round Table				
30.5	Plastic Chair				
30.6	Cocktail Table				
30.7	Cherry Table				
30.8	Wimbledon Chair				
<b>31.</b>	<b>CAKE STANDS</b>				
31.1	Glass Stands				
31.2	Square Silver Stand				
31.3	Round Silver Stand				
31.4	Round Pewter Cake Stand				
31.5	Pewter Cake Stand on Pedastal				
<b>32.</b>	<b>MISCELLANIOUS</b>				
32.1	Arch				
32.2	Gas Heater				
32.3	Gazebo				
32.4	Red Carpet				
32.5	Umbrella				
32.6	Fire Extinguishers				



32.7	Bamboo Baskets					
<b>33.</b>	<b>COUCHES</b>					
33.1	Chair					
33.2	Leather Couch (2 seater)					
33.3	Cushion					
33.4	Ottoman					
<b>34.</b>	<b>MARQUEE TENT</b>	<b>M<sup>2</sup></b>	<b>Price/M<sup>2</sup></b>	<b>Wooden Flooring</b>	<b>Carpet Tiles</b>	<b>Totals</b>
<b>34.1</b>	<b>Sizes: 6m Frames</b>					
	6m x 3m	18				
	6m x 6m	36				
	6m x 9m	54				
	6m x 12m	72				
	6m x 15m	90				
	6m x 18m	108				
	6m x 21m	126				
	6m x 24m	144				
	6m x 27m	162				
	6m x 30m	180				
	6m x 33m	198				
	6m x 36m	216				
	6m x 39m	234				
	6m x 42m	252				
<b>34.2</b>	<b>Sizes: 9m Frames</b>	<b>M<sup>2</sup></b>	<b>Price/M<sup>2</sup></b>	<b>Wooden Flooring</b>	<b>Carpet Tiles</b>	<b>Totals</b>
	9m x 3m	27				
	9m x 6m	54				
	9m x 9m	81				



9m x 12m	108				
9m x 15m	135				
9m x 18m	162				
9m x 21m	189				
9m x 24m	216				
9m x 27m	243				
9m x 30m	270				
9m x 33m	297				
9m x 36m	324				
9m x 39m	351				
9m x 42m	378				
9m x 45m	405				
9m x 48m	405				
9m x 51m	459				
9m x 54m	486				
9m x 57m	513				
9m x 60m	540				
9m x 63m	567				
9m x 66m	594				
9m x 69m	621				
9m x 72m	648				
9m x 75m	675				
9m x 78m	702				
9m x 81m	729				
9m x 84m	756				
9m x 87m	783				
9m x 90m	810				



	9m x 93m	1647				
<b>34.3</b>	<b>Sizes: 12m Frames</b>	<b>M<sup>2</sup></b>	<b>Price/M<sup>2</sup></b>	<b>Wooden Flooring</b>	<b>Carpet Tiles</b>	<b>Totals</b>
	12m x 6m	72				
	12m x 9m	108				
	12m x 12m	144				
	12m x 15m	180				
	12m x 18m	216				
	12m x 21m	252				
	12m x 24m	288				
	12m x 27m	324				
	12m x 30m	360				
	12m x 33m	396				
	12m x 36m	432				
	12m x 39m	468				
	12m x 42m	504				
	12m x 45m	540				
	12m x 48m	576				
	12m x 51m	612				
	12m x 54m	648				
	12m x 57m	684				
	12m x 60m	720				
<b>34.4</b>	<b>Sizes: 15m Frames</b>	<b>M<sup>2</sup></b>	<b>Price/M<sup>2</sup></b>	<b>Wooden Flooring</b>	<b>Carpet Tiles</b>	<b>Totals</b>
	15m x 9m	135				
	15m x 12m	180				
	15m x 15m	225				
	15m x 18m	270				



	15m x 21m	315				
	15m x 24m	360				
	15m x 27m	405				
	15m x 30m	450				
	15m x 33m	495				
	15m x 36m	540				
	15m x 39m	624				
	15m x 42m	630				
	15m x 45m	675				
	15m x 48m	720				
	15m x 51m	765				
	15m x 54m	810				
	15m x 57m	855				
	15m x 60m	900				
<b>34.5</b>	<b>Sizes: 24m Frames</b>	<b>M<sup>2</sup></b>	<b>Price/M<sup>2</sup></b>	<b>Wooden Flooring</b>	<b>Carpet Tiles</b>	<b>Totals</b>
	24m x 15m	360				
	24m x 24m	576				
	24m x 33m	792				
	24m x 42m	1008				
	24m x 51m	1224				
	24m x 60m	1440				
<b>35.</b>	<b>Compliance Certificate</b>	<b>Price/M</b>				
	Compliance with the Safety at Sports and Recreational Events Act No.2/2010 and Regulations relating to the issuing of compliance certificates.					
<b>36.</b>	Collapsible physical barriers (speed fencing)					
<b>37.</b>	Event and Site signage as required by Safety at Sports and Recreational Events Act No.2/2010 and Regulations					



<b>38</b>	Waste Removal Containers/Bins	120/liter refuge bin on wheels with flip lit	
	Waste Removal Containers/Bins		
<b>39</b>	Signage	<b>Price/ Unit</b>	
	Directional and location signs, Steel frame (e.g. property for sale)		
<b>40</b>	Security/Marshalls	<b>Costing/hour</b>	
	Security/Marshalls		
<b>41</b>	<b>Crew Member costs</b>		
	Sleep over cost when setting up tents	/per day	
<b>42</b>	<b>Delivery Costs/Transportation of tents</b>		
	Inside Bloemfontein		
	Outside Bloemfontein		
	Freight Liners	/km	
	Other trucks	/km	
<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>PRICE (EXCLUDING VAT)</b>	<b>PRICE (INCLUDING VAT)</b>
<b>43</b>	<b>Cold Rooms (Mobile Refrigerator)</b>		
	6m x 3m		
	3m x 2m		
	4m x 2m		
	2m x 1m		
<b>44</b>	<b>STRETCH TENTS</b>		
	Accommodating 50 people		
	Accommodating 100 people		
	Accommodating 150 people		
<b>45</b>	<b>Renting of Jumping Castles</b>		
	6m x 4m		
<b>46</b>	<b>Renting of Slides</b>		



	8m x 10m (Age 5-13yr)	
<b>44</b>	<b>Additional items</b>	<b>COSTING PER ITEM TO BE ADDED SEPARATELY AND 3RD PARTY INVOICES WILL BE REQUIRED UPON SUBMISSION OF INVOICES(Pricing not required)</b>
	Speakers	
	Motivational Speakers	
	Performers / Dancers	
	Interpreters (Sign and Simultaneous Interpreting)	
	Facilitator programme Directors	
	Artists	
	Broadcasting Media	
	Adjudicator	
	Medical personnel with full Medical Consumables,Doctors,physiotherapist,Nurses,Psychologist	
	EMS,(ambulance with personnel)	
	Price Money	
	<p><b>Communication and Marketing Specifications:</b></p> <p>Item/Activity 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):</p> <ul style="list-style-type: none"> <li>- Commercial Print Media</li> <li>- Community Print Media</li> </ul> <p>Design and Produce Z-fold programme</p> <p>Design, produce and manage the following generic branding to be used at different Events/Venues:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 30 x Pull-up banners (2000 x 800 mm)</li> <li><input type="checkbox"/> 20 x Street banners (3000 x1000 mm)</li> <li><input type="checkbox"/> 8 x Media banners (2000 x 3000 mm)</li> <li><input type="checkbox"/> 20 x Cluster banners (3000 x 800 mm)</li> </ul>	



	<p><input type="checkbox"/> 8 x Wall Hanging Drop Down Banners (2000 x 3000 mm or depending wall size to be covered)</p> <p>Design, produce and manage the placement of the following Mobile and Stationery Billboard to accommodate different events and to be placed at different areas within the country:</p> <p><input type="checkbox"/> 15 Stationery Billboards (Depending on available billboard size)</p> <p><input type="checkbox"/> 30 Mobile Billboards (2000 x 3000 mm)</p> <p>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 Programme and during the period.</p> <ul style="list-style-type: none"> <li>- ENCA, -SABC - Afrika News Network</li> </ul> <p>Arrange/coordinate a Television Outside Broadcast</p> <ul style="list-style-type: none"> <li>- ENCA - SABC - Afrika News Network</li> </ul> <p>Produce 30 seconds Radio Advert broadcast</p> <ul style="list-style-type: none"> <li>- Community Radio Station</li> <li>- Commercial Radio Station</li> <li>- Public Broadcaster Radio Station</li> </ul> <p>Arrange/coordinate a Radio Outside Broadcast</p> <ul style="list-style-type: none"> <li>- Community Radio Station</li> <li>- Commercial Radio Station</li> <li>- Public Broadcaster Radio Station</li> </ul> <p>Provide photographic services for the entire programme</p> <p>Provide social media services (create and manage social media platforms: U-tube, twitter, Facebook, Instagram)</p>	
<b>REQUIRED BY: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION</b>		
	Does offer comply with specification	<b>YES/NO</b>
	If not to specification, indicate deviation(s)	
	Period required for delivery	
	Delivery: Firm/not firm	



**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

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

2.2.1 If so, furnish particulars:.....

.....

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

2.3.1 If so, furnish particulars:.....

.....

**3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

\_\_\_\_\_



investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**SBD 6.1**

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

- (a) Price; and Specific Goals.

**1.5 To be completed by the organ of state:** The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.6 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.

1.7 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 “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 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 objectives 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 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 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 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 the 80/20 preference point system.



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

*(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence to be submitted by supplier to substantiate the points claimed / allocated per specific goal ( NB: Any of the evidence indicated below per specific goal should be regarded as sufficient)
Women	10		Certified RSA identity document or Passport or Valid RSA driver's license issued by the relevant authority
Youth	5		Certified RSA identity document or Passport or Valid RSA driver's license issued by the relevant authority  (NB : Youth is defined as any South African citizen with the age of 18 and 35 years)
Historically Disadvantaged Individual (HDI) means a South African citizen.-  Who , due to the apartheid policy that had been in place, had no franchise in national elections prior to introduction of constitution of the Republic of South Africa , 1983 or the one of 1993: Black and Indians	5		Certified RSA identity document or Passport or Valid RSA driver's license issued by the relevant authority



**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

i) 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, qualify the company/ firm for the preference(s) shown, and I acknowledge that: The information provided is true and accurate.

- ii) The claimed preference points comply with the General Conditions as outlined 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; If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of the 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 forward the matter for criminal prosecution, if deemed necessary.

.....

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

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

**DATE:** .....