



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE: HEAD OFFICE

TERMS OF REFERENCE NUMBER: DSAC2026/27-B1

3-YEAR TERM CONTRACT FOR DEPARTMENTAL EVENTS NAMELY CATERING AND FOOD SERVICES, BEVERAGES, TENTS, MARQUEES, TOILETS, TABLES, CHAIRS, CHAIR COVERS, JUMPING CASTLES, OUTDOOR PUBLIC ADDRESS SYSTEM, PODIUM, BOXING RING, SOUND & STAGE.

CLOSING DATE: 9 OCTOBER 2026

CLOSING TIME: 11H00

BID VALIDITY PERIOD: 120 DAYS

TENDER BOX ADDRESS:

**21 BICCARD STREET
OLYMPIC TOWERS
POLOKWANE
0699**

1. INTRODUCTION

1.1 The Limpopo Department of Sport Arts and Culture is event driven. Most frequently the services of Catering and Food Services, Beverages, Tents, Marquees, Toilets, Tables, Chairs, Chair Covers, Jumping Castles, Outdoor Public Address System, Podium, Boxing Ring, Sound & Stage are required to have a successful event.

1.2 The Department intends to adopt strategic sourcing to enhanced procurement operational efficiency and cost optimization by establishing a 3-year term contract.

2. PURPOSE OF THIS REQUEST FOR BID (RFB)

2.1 The Limpopo Department of Sport, Arts and Culture intends to appoint one service provider per local municipality across the Limpopo Province for a period of three years. Service providers are required to tick/choose the local municipality bidding for on the table below.

NB: THE PREFERRED ADDRESS REGISTERED ON CENTRAL SUPPLIER DATABASE WILL BE REGARDED AS THE MAIN ADDRESS WHERE THE COMPANY IS LOCATED AND IT WILL BE USED FOR EVALUATION.

2.2 LIST OF LOCAL MUNICIPALITIES IN LIMPOPO PROVINCE

Item No	Capricorn District Municipality	Waterberg District Municipality	Sekhukhune District Municipality	Mopani District Municipality	Vhembe District Municipality
1	Blouberg Local Municipality	Bela-Bela Local Municipality	Elias Motswaledi Local Municipality	Ba-Phalaborwa Local Municipality	Collins Chabane Local Municipality
2	Lepelle-Nkumpi Local Municipality	Lephalale Local Municipality	Ephraim Mogale Local Municipality	Greater Giyani Local Municipality	Makhado Local Municipality
3	Molemole Local Municipality	Modimolle-Mookgophong Local Municipality	Fetakgomo Tubatse Local Municipality	Greater Letaba Local Municipality	Musina Local Municipality
4	Polokwane Local Municipality	Mogalakwena Local Municipality	Makhuduthamaga Local Municipality	Greater Tzaneen Local Municipality	Thulamela Local Municipality
5		Thabazimbi Local Municipality		Maruleng Local Municipality	

3. DEFINITIONS

DSAC means the organ of state, Limpopo Department of Sport, Arts and Culture.

SLA means Service Level Agreement; a contract between the successful bidder and DSAC that defines the level of service expected from the successful bidder.

VAT means Value Added Tax.

CoC means Certificate of compliance

4 LEGISLATIVE FRAMEWORK OF THE BID

4.1. Tax Legislation

4.1.1 Bidder(s) must be compliant when submitting a proposal to DSAC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

4.2. Procurement Legislation

4.2.1 DSAC has a detailed evaluation methodology premised amongst others, on Treasury Regulation 16A3 read with Limpopo Provincial Treasury Instruction Note 02 of 2014 promulgated respectively under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999) and Section 18(1) (c) read together with Section 18(2) (a), (b), (f) and (i).

4.3. Technical Legislation and/or Standards

4.3.1 Bidder(s) should be cognisant of all the legislation and/or standards specifically applicable to the services to be rendered for DSAC. It is the service provider's responsibility that (it / they) i.e. the service provider(s), always use National Treasury and Limpopo Provincial Treasury prescripts when procuring goods and/or services for DSAC.

5. BRIEFING SESSION

5.1 There will be non-compulsory briefing session for this tender.

6. TIMELINE OF THE BID PROCESS

6.1 The validity period of the tender is 120 days after the closing date and time. The project timeframes of this bid are set out below:

Advertisement of bid on tender portal

11 September 2026

Bid closing date.

9 October 2026 at 11:00

Non-Compulsory Briefing Session Date and Venue

22 September 2026 @ 10h00

21 Biccard Street, Olympic Towers building, Department of Sport, Arts and Culture, Polokwane, 0699

Notice to bidder(s) DSAC will endeavour to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at DSAC's discretion. The establishment of a time or date in this bid does not create an obligation on the part of DSAC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if DSAC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

7. CONTACT AND COMMUNICATION

7.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Kwetepane F and/ or and Modiba M.V via email address kwetepanef@sac.limpopo.gov.za and/ or modibav@sac.limpopo.gov.za. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

7.2. The delegated office of DSAC may communicate with Bidder(s) where clarity is sought in the bid proposal.

7.3. Any communication with an official or a person acting in an advisory capacity for DSAC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

7.4. All communication between the Bidder(s) and DSAC must be done in writing.

7.5. Whilst all due care has been taken in the preparation of this bid, DSAC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. DSAC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.

7.6. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by DSAC (other than minor clerical matters), the Bidder(s) must promptly notify DSAC in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford DSAC an opportunity to consider what corrective action is necessary (if any).

7.7. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by DSAC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

7.8. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

8. LATE BIDS

8.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted.

9. COUNTER CONDITIONS

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

10. FRONTING

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

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

11. SUPPLIER DUE DILIGENCE

11.1 DSAC reserves the right to conduct supplier due diligence prior of this award of the bid. The due diligence will include but not limited to the existence and capacity of the company to efficiently render the services as described in this bid.

11.2 The Department reserves the right to report any bidder who submits fraudulent documents to National Treasury for listing on the register of list of restricted supplier and tender defaulters.

12. SUBMISSION OF PROPOSALS

12.1. Bid documents must be placed in the tender box on the aforesaid address on or before the closing date and time.

12.2. Bid documents will only be considered if received by DSAC before the closing date and time, regardless of the method used to send or deliver such documents to DSAC.

12.3. The bidder(s) are required to submit one (1) original copy marked correctly and sealed.

12.4 Bidder(s) are requested to initial each page of the tender document and the attachments.

13. DURATION OF THE CONTRACT

13.1 The successful bidders will be appointed for a period of three (3) years.

14. SERVICE REQUIREMENTS

The appointed service providers will be required but not limited to the following-

- **Health Standards:** Adherence to Local Health Codes, Guidelines, Food Safety and Certificate of Acceptability.
- **Food Quality & Preparation** - Fresh, quality ingredients. Strict hygiene in cooking, storage, and handling (hot food stays hot, cold food stays cold), and for "**HALAAL**" clearly labelled as "**HALAAL**". Menus listed under the scope of work are subjected to change however within the Maximum Allowable Rate for Provision of Catering Services.
- **Operations & Logistics** - Essential serving utensils, insulated containers, and transport vehicles. Arrive early for setup (two hours before) where required, to ensure prompt service. Efficient setup, proper waste management, and leaving the venue clean. Standby person to service mobile flushable toilets and boxing ring where necessary. Marquee Tents, Boxing Ring, Sound and Stage must be erected two days before the event and provide Certificate of Compliance on site.

15. SCOPE OF WORK

Item No	Commodity
1	SUPPLY AND DELIVERY OF CATERING AND FOOD SERVICES
1.1	LUNCH MENU 1 – MASS • 2 x Starches, Beef Stew (No Spices), ¼ Chicken Grilled or Roasted or Fried, 2 x Vegetables, 1 x Salad, Gravy, 1 x 300ml soft drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
1.2	LUNCH MENU 2 - MASS • 3 x Pieces of Fried Chicken • 1 x Medium Chips • 2 x Mini loaves • 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
1.3	LUNCH MENU 3 - MASS • ¼ Grilled Chicken (Hot, Mild, Lemon & Herb) • 1 x Medium Chips • 2 x Rolls • 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
1.4	LUNCH MENU 4 - MASS • ¼ Grilled Chicken (Hot, Mild, Lemon & Herb) • 2 x Pap • 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
1.5	BREAKFAST MENU - VIP Breakfast Menu • Brown and White bread Sandwich, freshly baked scones, muffins, coffee and tea bags, fresh milk, powder milk and Brown and White sugar; Honey, sweetener sachets, 300ml/330ml 100% Fruit Juice Can. Fresh fruits – (3 Types) grapes, apples and bananas, orange or Pears (unpeeled)

1.6	LUNCH MENU 5 - VIP 3 x Starches, Grilled fish, Beef Stew (no spices), {Mala & Mogodu, Mopani Worms, Hardy Body Chicken Stew: (with the option to change)} 2 x Salads, 2 x Vegetables and Gravy, 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice Can, 1 x 500ml Purified Bottled Water Still.
1.7	LUNCH MENU – FINGER LUNCH Cocktail Viennas, Samosa (Veggies, Beef & Chicken), Cherry Tomatoes, Strips of Carrots or Cucumbers, Drumsticks & Wings, Meat Balls, Mini-Pies, different flavours, Riblets, Sandwiches, 1 x 300ml Soft Drink Can or 300/330ml 100% Fruit Juice Can.
1.8	SUPPLY AND DELIVERY OF CAKE Specifications - Rectangular shape 150cm(L) x 80cm(W) x 30cm(H) - Flavour: Vanila and Chocolate swirled together - SA Flag - Nelson Mandela photo
1.9	EN-ROUTE MEALS
1.9.1	EN-ROUTE MEALS - MENU 1 (Patties) Double Beef Burger - Medium Chips 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
1.9.2	EN-ROUTE MEALS - MENU 2 (Patties) Double Chicken Burger - Medium Chips 1 x 300ml Soft Drink or 300ml/330ml 100% Fruit Juice (Can / Bottle)
2	SUPPLY AND DELIVERY OF BEVERAGES
2.1	1 X 500ML PURIFIED BOTTLED WATER Key Specifications: Volume: 500ml (16.9 oz). Container: Plastic bottle. Purity: Ultra-clean, purified (RO3), with low Total Dissolved Solids (TDS < 20). Processing: Reverse Osmosis (RO) purification, ozone treated for sterilization. Compliance: Meets SANS (South African National Standards) for microbiological, chemical, and health compliance. Flavours: Still Shelf Life: Typically, 12 months
2.2	1 x 150ml Water Sachet
2.3	1 x 300ml/330ml 100% Fruit Juice (Can / Bottle)
2.4	1 x 300ml Soft Drink (Can / Bottle)
2.5	1 x 500ml Sport Energy Drink (Bottle)
2.6	1 x 200ml 100% Fruit Juice (Cartoon)

3	SUPPLY AND DELIVERY OF SNACK PACKS (PACKAGED)
3.1	1 x 45-48g Energy bar 1 x lollipop 1 x 36g potato chips 1 x 200ml 100% Fruit Juice (Cartoon)
3.2	2 x Bananas 1 x Apple / Pear 1 x Orange
3.3	2 x Bananas 1 x Apple / Pear 1 x 45-48g Energy Bar 1 x 200ml 100% Fruit Juice (Cartoon)
4	HIRING, SUPPLY, DELIVERY AND INSTALLATION OF TENTS, MARQUEES, CHAIRS, CHAIR COVERS, TABLES WITH TABLECLOTHS, CHEMICAL FLUSHABLE TOILETS, JUMPING CASTLES
4.1	HIRING, SUPPLY, DELIVERY AND INSTALLATION OF TENTS PEG AND POLE Key Features of Our Peg and Pole Tents Versatility: Perfect for functions. Durability: Made from premium canvas or PVC in 600gsm. Weather Resistance: Excellent shelter from sun, wind, or rain.
4.1.1	5m x 5m Tent peg and pole
4.1.2	5m x 10m Tent peg and pole
4.1.3	7m x 12m Tent peg and pole
4.1.4	9m x 15m Tent peg and pole
4.1.5	15m x 30m Tent peg and pole
4.1.6	20m x 40m Tent peg and pole
4.1.7	Hiring, supply, delivery and erection of Free-Standing Marquee Tent (15m x 20m) with 1 x 9kg fire extinguisher for VIP with floor carpet including CoC
4.1.8	Hiring, supply, delivery and erection of Free-Standing Marque Tent (15m x 30m) with 2 x 9kg fire extinguishers for Mass with floor carpet including CoC
4.1.9	Hiring, supply, and delivery of Floor Carpet 3m x 2m
4.2	HIRING, SUPPLY AND DELIVERY OF HEAVY-DUTY PLASTIC CHAIR
4.2.1	Heavy-Duty Plastic Chair, 120kg, Black
4.3	HIRING, SUPPLY AND DELIVERY OF CHAIR COVER
4.3.1	Chair Cover, white/black
4.4	HIRING, SUPPLY AND DELIVERY OF RECTANGULAR TABLE WITH TABLECLOTH
4.4.1	Rectangular Table Size 1.8M – folds in half, Hard plastic top trestle table
4.5	HIRING, SUPPLY AND DELIVERY OF ROUND TABLE WITH TABLECLOTH
4.5.1	Round Table 10 - 12 Seater
4.6	HIRING, SUPPLY AND DELIVERY OF TABLECLOTHS
4.6.1	Tablecloths for Rectangular Table, white/black
4.7	HIRING, SUPPLY AND DELIVERY OF CHEMICAL FLUSHABLE TOILETS INCLUDING A STAND-BY PERSON TO SERVICE CHEMICAL TOILET
4.7.1	Mobile Chemical Flushable Toilet
4.7.2	VIP 2-in-1 Mobile Chemical Flushable Toilet
4.7.3	VIP 2-in1 Mobile Chemical Flushable Toilet (People with Disabilities)
4.7.4	Supply and delivery 2-ply 350 sheets toilet paper SABS approved / bale of 24 rolls unwrapped
4.7.5	Supply and delivery of Refuse bags 750mm x 950mm 40 micron / bale of 20

4.8	HIRING, SUPPLY AND DELIVERY OF JUMPING CASTLES
4.8.1	• Jumping Castle 6m x 6m
4.8.2	• Jumping Castle 4m x 7m with slide and pond
5	HIRING, SUPPLY AND DELIVERY OF SOUND AND ENTERTAINMENT
5.1	HIRING, SUPPLY AND DELIVERY OUTDOOR PUBLIC ADDRESS SYSTEM FOR 250 AUDIENCE Key Components Needed • Audio Input Source: This is where the original sound comes from. • Cordless Microphone(s): Microphones for speeches or performances. Media Player: For background music or pre-recorded messages (e.g., a device that connects via Bluetooth, a 3.5mm jack, or a USB player). • Mixing Console (Mixer): This is the central hub where you combine and control the different audio sources. For a simple setup, a small mixer with a few channels is sufficient. Many modern powered speakers have a basic mixer built in. • Amplification: This boosts the low-level audio signal to a level strong enough to drive the speakers. • Power Amplifier: A standalone unit if using passive speakers. • Powered (Active) Speakers: These have the amplifier built directly into the speaker cabinet, which simplifies setup and can be ideal for portable outdoor events. For 250 people outdoors, a system with at least 1000 watts of power is required.
5.2	HIRING, SUPPLY AND DELIVERY OF OUTDOOR PUBLIC ADDRESS SYSTEM FOR 500 AUDIENCE Key Components Needed • Amplifier: 500W+ power for clarity, potentially 70V/100V system for distributed speakers. • Speakers: Multiple speakers (4 tops + subs is a good start) for even coverage; look for IP-rated (weatherproof) models like surface-mount or outdoor-specific ones. • Mixer: To blend mics, music (Bluetooth/Aux), and control levels. • Cordless Microphones: Microphones for speeches or performances. • Subwoofers: Essential for bass and fullness in outdoor/large spaces. A system with at least 2000 watts of power is required.
5.3	HIRING, SUPPLY AND DELIVERY OF OUTDOOR PUBLIC ADDRESS SYSTEM FOR 1000 AUDIENCE Key Components Needed • Main Speakers: Multiple powered line array speaker modules (At least a minimum of 3 speakers per side, flown or ground-stacked). • Subwoofers: At least a minimum of 4 powerful 18-inch subwoofers for low-frequency sound. • Power Amplifiers: Amplifiers to power the speakers (if using passive speakers). Many professional systems use active (powered) speakers with built-in amplification. • Mixing Console: A digital or analog mixing desk with enough channels for all your inputs (microphones, music sources, etc.). • Cordless Microphones and Inputs: Microphones for speeches or performances, and various input options (XLR, 1/4", Bluetooth) for other audio sources. • A system with at least 5000 watts of power is required.

5.4	HIRING, SUPPLY AND DELIVERY OF OUTDOOR PUBLIC ADDRESS SYSTEM FOR 2000 AUDIENCE Key Components Needed • Microphones: These capture the sound. For outdoor events (e.g., dynamic cardioid microphones for vocals) and wireless options (handheld, headset, or lavalier) may be needed depending on the type of event and mobility requirements. • Mixer (Mixing Console): This acts as the central hub where all audio sources (microphones, music players, instruments) are brought together, blended, and adjusted for tone, volume, and effects. For a large event, a console with many input channels and robust signal processing capabilities is essential. • Amplifiers: These boost the weak audio signals from the mixer to a sufficient power level to drive the speakers. For larger, more complex systems, external power amplifiers are typically used rather than the built-in ones found in smaller portable systems. • Main Speakers (Loudspeakers): These convert the electrical signals back into sound waves for the audience to hear. For 2,000 people outdoors, a 10,000 watts system of powerful line array speakers or multiple large, high-wattage full-range speakers and dedicated subwoofers (for bass frequencies) are required for even sound distribution and quality across the venue. Speakers should be mounted high on stands or flown for better coverage.
6.	Hiring, supply, and delivery of Podium Key Podium Specification Categories • Standard Physical Podiums (Lecterns) • Height: Generally, 114–122 cm (45" - 48") for fixed, and 30"-56" for adjustable. • Width: Typically, 500mm to 680mm. • Depth: Commonly 400mm. • Materials: Melamine chipboard, solid wood, or acrylic. • Weight: Ranging from 20kg to over 100kg depending on material (e.g., 39kg for glass)
7.	HIRING, SUPPLY, DELIVERY AND INSTALLATION OF BOXING RING
7.1	• BOXING RING Key Components Needed • Inner Fighting Area: 16 to 24 feet (4.9m to 7.3m) square between the ropes, with 20ft (6.1m) being common for major events. • Platform Height: 3 to 4 feet (0.91m to 1.22m) above the ground, with steps for access. • Floor: A wooden base covered by at least 1-inch (2.5cm) of foam padding (like ensolite) and a tightly stretched, non-slip canvas. • Ropes: Four ropes, about 1 inch (2.5cm) thick, covered in soft material, at heights of approximately 18", 30", 42", and 54" (0.46m, 0.76m, 1.07m, 1.37m) from the canvas. • Corner Posts: Extend about 5 feet (1.5m) above the floor, with padded corners. • Corner Colours: Typically Red, Blue, and White (two white for neutral corners).

	• Apron: Extends about 85cm (33.5") outside the ropes for safety and securing the canvas.																																																																																																			
8.	HIRING, SUPPLY AND DELIVERY OF STAGE AND STAGE SKIRTING																																																																																																			
8.1	• 2.4m x 2.4m x 300mm Stage and Stage Skirting																																																																																																			
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	<table><tr><th>ITEM NO.</th><th>DESCRIPTION OF GOODS / SERVICES</th><th>QUANTITY</th></tr><tr><td>A</td><td>SOUND</td><td></td></tr><tr><td>1</td><td>Bass speaker-sub-woofer (minimum of 10"–18" 2500Watts)</td><td>12</td></tr><tr><td>2</td><td>Three ways speaker (minimum of 2300W 15")</td><td>12</td></tr><tr><td>3</td><td>Monitor speaker (minimum 12" 1300Watts)</td><td>06</td></tr><tr><td>4</td><td>Lapel microphone</td><td>02</td></tr><tr><td>5</td><td>Cordless microphone with microphone stand</td><td>03</td></tr><tr><td>6</td><td>CD/USB Player</td><td>02</td></tr><tr><td>7</td><td>48 Channel Mixing Desk</td><td>01</td></tr><tr><td>8</td><td>Guitar Drumkit</td><td>01</td></tr><tr><td>9</td><td>Power amplifier, 1200; 2400; 3600, 5000 Amplifier Racks</td><td>08</td></tr><tr><td>B</td><td>BACKLINE</td><td></td></tr><tr><td>10</td><td>Stage custom drum kit</td><td>01</td></tr><tr><td>11</td><td>2000W Guitar Amplifier</td><td>01</td></tr><tr><td>12</td><td>2 x 12" Cabinet Guitar Amplifier</td><td>01</td></tr><tr><td>13</td><td>6 x 10" Bass Cabinet</td><td>01</td></tr><tr><td>C</td><td>FRONT OF HOUSE RACK 1K</td><td></td></tr><tr><td>14</td><td>Monitor Rack</td><td>01</td></tr><tr><td>15</td><td>System Dual CD Player</td><td>01</td></tr><tr><td>16</td><td>Instrumental microphones</td><td>03</td></tr><tr><td>17</td><td>UHF-R Handheld Microphones</td><td>03</td></tr><tr><td>18</td><td>Choir Microphones</td><td>03</td></tr><tr><td>19</td><td>Full drumkit</td><td>01</td></tr><tr><td>20</td><td>36 Channel Snake</td><td>02</td></tr><tr><td>21</td><td>Cabling</td><td>01</td></tr><tr><td>D</td><td>STAGE</td><td></td></tr><tr><td>22</td><td>10m x 6m mini stage with a roof</td><td>01</td></tr><tr><td>23</td><td>2m x 2m speed fence</td><td>150</td></tr><tr><td>24</td><td>Steps</td><td>01</td></tr><tr><td>25</td><td>Ramp for disabled people</td><td>01</td></tr><tr><td>26</td><td>Electrical certificate</td><td>01</td></tr><tr><td>27</td><td>Structural certificate</td><td>01</td></tr><tr><td>28</td><td>Power generator – (minimum of 150 KVA Generator)</td><td>01</td></tr></table>	ITEM NO.	DESCRIPTION OF GOODS / SERVICES	QUANTITY	A	SOUND		1	Bass speaker-sub-woofer (minimum of 10"–18" 2500Watts)	12	2	Three ways speaker (minimum of 2300W 15")	12	3	Monitor speaker (minimum 12" 1300Watts)	06	4	Lapel microphone	02	5	Cordless microphone with microphone stand	03	6	CD/USB Player	02	7	48 Channel Mixing Desk	01	8	Guitar Drumkit	01	9	Power amplifier, 1200; 2400; 3600, 5000 Amplifier Racks	08	B	BACKLINE		10	Stage custom drum kit	01	11	2000W Guitar Amplifier	01	12	2 x 12" Cabinet Guitar Amplifier	01	13	6 x 10" Bass Cabinet	01	C	FRONT OF HOUSE RACK 1K		14	Monitor Rack	01	15	System Dual CD Player	01	16	Instrumental microphones	03	17	UHF-R Handheld Microphones	03	18	Choir Microphones	03	19	Full drumkit	01	20	36 Channel Snake	02	21	Cabling	01	D	STAGE		22	10m x 6m mini stage with a roof	01	23	2m x 2m speed fence	150	24	Steps	01	25	Ramp for disabled people	01	26	Electrical certificate	01	27	Structural certificate	01	28	Power generator – (minimum of 150 KVA Generator)	01
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21	Cabling	01																																																																																																		
D	STAGE																																																																																																			
22	10m x 6m mini stage with a roof	01																																																																																																		
23	2m x 2m speed fence	150																																																																																																		
24	Steps	01																																																																																																		
25	Ramp for disabled people	01																																																																																																		
26	Electrical certificate	01																																																																																																		
27	Structural certificate	01																																																																																																		
28	Power generator – (minimum of 150 KVA Generator)	01																																																																																																		

16. EVALUATION AND SELECTION CRITERIA

DSAC has set minimum standards that a bidder(s) needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

- Administrative Compliance and Mandatory Requirements (Phase 1)
- Functionality Criteria (Phase 2)
- Site Inspection (Phase 3)
- Price and Specific Goals (Phase 4)

16.1. PHASE 1: ADMINISTRATIVE COMPLIANCE.

Bidder(s) must submit the documents listed in Tables below. All documents must be completed, initialled, and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administrative and mandatory requirements. The bidder(s) proposal will be disqualified for non-submission of any of the bid documents.

PHASE 1: TABLE 1: DOCUMENTS THAT MUST BE COMPLETED, SIGNED, INITIALLED AND SUBMITTED.

TABLE 1.1: ADMINISTRATIVE REQUIREMENTS

- Non-submission of the enclosed SBD 1, SBD 3.1, SBD 4, and SBD 6.1 will result in the disqualification of the bidder. Non-completion, partial completion, and non-signing of SBD 1, SBD 3.1, and SBD 4 will lead to disqualification of the bidder.
- However, non-completion, partial completion, and non-signing of SBD 6.1 will not lead to the disqualification of the bidder but will result in the non-awarding of the Specific Goals.

Document	Document description.
SBD 1	Invitation to bid.
SBD 6.1	Preference points claim form in terms of the Preferential Procurement Regulations 2022.
Registration on National Treasury Central Supplier Database (CSD).	Bidder(s) must be registered on the National Treasury Central Supplier Database (CSD) on or before closing date of this bid.
Tax compliant	To be verified on National Treasury's Central Supplier Database.
GCC	General Conditions of Contract

TABLE 1.2: MANDATORY REQUIREMENTS

SBD 3.1 - Pricing Schedule – Firm Prices.	Non-completion, partial completion of the enclosed SBD 3.1 will lead to disqualification of the bidder.
SBD 4 - Bidders' disclosure.	Non-completion, partial completion, and non-disclosure in terms of paragraph 1,2,3 of the SBD 4 will result in the disqualification of the bidder. Disclose other company(ies) preferably using Central Supplier Database number(s). i.e MAAA.

16.2 PHASE 2 - FUNCTIONALITY CRITERIA

Bids must meet the minimum eligibility criteria in respect of functionality of **70 points out of 100** points to be evaluated further to Phase 3.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

The functionality criteria together with the maximum points to be awarded are set out below:

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	BIDDER SCORE
1.	Project Implementation	Submit a detailed plan including the capacity of the company and the team to provide Event Management services as per the following: Capacity: List and attach all the company resources available to fulfil the services as required by the Terms of References under the scope of Work. In terms of outsourcing, list all resources to be outsourced and attached a signed agreement, and proof of address where the inspection will be conducted. Sub-contracting: Provide a plan on how local service providers where the actual event is taking place will be sub-contracted. Risk Management Plan: Provide a plan on proactive identification of potential risk issues and mitigation strategies.	(15)	
		3 out 3 points above detailed	15	
		2 out of 3 points above detailed	10	
		1 out of 3 points above detailed	5	
		Nothing provided	0	
2.	Methodology	Submit a detailed methodology of the company to provide Event Management services as per the following: Plans must be in line with the Terms of Reference. Catering Plan: Provide a plan on how people will be catered in large events. Structural Floor Plan (Boxing Ring, Tents, Sound & Stage): Provide a plan on how the structures will be erected and managed. Sanitation Plan: Provide a plan on how sanitation and waste management will be managed.	(15)	
		3 out 3 points above detailed	15	
		2 out of 3 points above detailed	10	
		1 out of 3 points above detailed	5	
		Nothing provided	0	
3.	Proven Track Record in providing Events Management. (e.g Catering, Mobile Chemical Toilets, Tents, Marquees, Chairs & Tables, etc)	A minimum of three Reference letters must be attached indicating - Duration of service, and rand value.	(30)	
		Above 48 months experience	30	
		Above 36 months to 48 months experience	24	
		Above 24 months to 36 months experience	18	
		Above 12 months to 24 months experience	12	
		Below 12 months experience	6	
		No experience	0	
	Attach contactable reference letters with your client's	Value of Project/s Executed Cumulative	(20)	

	letterhead and signed by authorized persons, from government entities or departments or municipalities or private institutions NB. The Department reserves the right to verify the reference letters.	• Above R1,000,000	20	
		• Above R750,000 but below R1,000,000	16	
		• Above R500,000 but below R750,000	12	
		• Above R250,000 but below R500,000	8	
		• Below R 250,000	4	
		Nothing provided	0	
4.	Locality of the bidder – Bidder located in Local Municipality bidding for.	Attach certified copy of municipal rates and taxes invoice from the local municipality showing the bidder has an office in the local municipality or proof of physical address from Traditional Authority, not older than twelve months.	(20)	
		Company based in the Local Municipality bidding for	20	
		Company not based in the Local Municipality bidding for but within the District Municipality.	10	
		Company not based in the Local Municipality, and District Municipality bidding for but within Limpopo Province	5	
		Company not based in Limpopo Province	0	

TOTAL

100 points

16.3 PHASE 3: SITE INSPECTION

DSAC will conduct site inspection prior of this award of the bid. The inspection will include:

- Inspecting the existence of the company to efficiently render the services as described in this bid. Location of the company.
- Inspecting the premises for storing and preparing food.
- Inspecting Mobile Chemical Toilets as per the Terms of Reference.
- Inspecting Tents, and Marquees as per the Terms of Reference.
- Inspecting Heavy Duty Plastic Chairs, 120kg Black
- Inspecting Jumping Castles as per the Terms of Reference.
- Inspecting Outdoor Public Address Systems as per the Terms of Reference.
- Inspecting Boxing Ring as per the Terms of Reference.
- Inspecting Sound and Stage as per the Terms of Reference.

NB. FAILURE TO AVAIL ONE OF THE ITEMS, THE BIDDER WILL BE ELIMINATED FROM FURTHER EVALUATION.

16.4 PHASE 4: 80/20 PREFERENCE POINTS SCORING SYSTEM IN TERMS OF PPR 2022.

Points for this tender shall be awarded for:

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

The maximum points for this tender are allocated as follows:

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

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)	Means of Verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
With at least 51% ownership by Black People	10	To be verified through CSD report	
With at least 51% ownership by Women	02	To be verified through CSD report	
With at least 51% ownership by Youth	02	To be verified through CSD report	
With at least 51% ownership by People with Disabilities	02	To be verified through CSD report (Attach medical certificate with practice number from the registered doctor or hospital not older than 12 months of issue)	
With at least 51% ownership by Military Veterans	02	To be verified through CSD report (Attach proof from Department of Military Veterans)	
With at least 51% ownership by Rural / Township Business	02	To be verified through CSD report (Attach letter from Traditional Authority and / municipal bill not older than 12 months)	

17. GENERAL CONDITIONS OF CONTRACT

17.1 Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which DSAC is prepared to enter a contract with the successful Bidder.
- b. The bidder submitting the General Conditions of Contract to DSAC together with the bid, duly initialled on each and every page by an authorised representative of the bidder.
- c. The Department reserves the right to negotiate a fair market price with the successful bidder.

17.2 SPECIAL CONDITIONS OF CONTRACT

- a. The appointed service providers will be expected to sub-contract the local service providers where the actual event is taking place as and when necessary.
- b. Exact quantities, dates, and locations will be determined as and when a need arises.

18. CONTRACT PRICE

- a) All prices must be VAT inclusive (VAT Vendors) and must be quoted in South African Rand (ZAR).
- b) Bid price will be valid for a period of 120 days from the closing date of the bid.
- c) The bid prices of the successful bidders shall remain fixed for the entire duration of the contract.

19. DSAC REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of DSAC;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat DSAC fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DSAC;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of DSAC as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from DSAC will not be used or disclosed unless the written consent of the client has been obtained to do so.

20. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

DSAC reserves its right to disqualify any bidder who either itself or any of whose members:

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DSAC's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

21. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

21.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that DSAC relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

21.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by DSAC against the bidder notwithstanding the conclusion of the Service Level Agreement between DSAC and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

22. PREPARATION COSTS

22.1 The Bidder will bear all its costs in preparing, submitting, and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing DSAC, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

23. INDEMNITY

23.1 If a bidder breaches the conditions of this bid and, as a result of that breach, DSAC incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property

rights or confidentiality obligations), then the bidder indemnifies and holds DSAC harmless from any and all such costs which DSAC may incur and for any damages or losses DSAC may suffer.

24. PRECEDENCE

24.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

25. LIMITATION OF LIABILITY

25.1 A bidder participates in this bid process entirely at its own risk and cost. DSAC shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

26. TAX COMPLIANCE

26.1 No tender shall be awarded to a bidder who is not tax compliant. DSAC reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to DSAC, or whose verification against the Central Supplier Database (CSD) proves non-compliant. DSAC further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

27. NATIONAL TREASURY'S REGISTER OF TENDER DEFAULTERS

27.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. DSAC reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

28. GOVERNING LAW

28.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

29. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

29.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that DSAC allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and DSAC will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

30. CONFIDENTIALITY

30.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with DSAC's examination and evaluation of a Tender.

30.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by DSAC remain proprietary to DSAC and must be promptly returned to DSAC upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

30.3 Throughout this bid process and thereafter, bidder(s) must secure DSAC's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

30.4 No confidential information relating to the process of evaluating or adjudicating tenders or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

31. DSAC PROPRIETARY INFORMATION

31.1 Bidder will on their bid cover letter make declaration that they did not have access to any DSAC proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

3-YEAR TERM CONTRACT FOR DEPARTMENTAL EVENTS, CATERING AND FOOD SERVICES, BEVERAGES, MOBILE CHEMICAL TOILETS, TENTS, MARQUEES, CHAIRS, RECTANGULAR TABLES, TABLECLOTHS, JUMPING CASTLES, OUTDOOR PUBLIC ADDRESS SYSTEM, BOXING RING, SOUND AND STAGE. DSAC2026/27-B1

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