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Tel: 087 743 8647  
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**INVITATION TO BID – BID KZNB 54 P 2024/25: APPOINTMENT AND ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE EVENTS MANAGEMENT SERVICES TO THE KWAZULU-NATAL OFFICE OF THE PREMIER FOR A PERIOD OF 36 MONTHS**

<b>Company Name</b>	
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The Department invites prospective bidders to submit offers for the appointment of service providers who will provide events management services to the KwaZulu-Natal Office of the Premier for a period of thirty-six months (36). This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Preferential Procurement Regulations.

The evaluation criteria are divided into two (2) phases:

**1. PHASE 1: SUPPLY CHAIN ADMINISTRATIVE COMPLIANCE**

- (a) The bid submitted must be complete in all respects.
- (b) The following forms must be duly completed and stamped (where applicable) and be submitted with the bid at the time of closing of the bid:

COMPULSORY BID FORMS		
SECTIONS	DESCRIPTION	ACTION BY THE BIDDER
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF THE BID	READ AND INITIAL
SECTION B	INVITATION TO BID (SBD 1) – <b>PART A</b> TERMS AND CONDITIONS FOR BIDDING (SBD 1) – <b>PART B</b>	COMPLETE, SIGN AND INITIAL
SECTION C	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	READ AND INITIAL
SECTION D	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE	COMPLETE, SIGN AND INITIAL
SECTION E	COMPULSORY BRIEFING SESSION	COMPLETE, SIGN AND INITIAL
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	COMPLETE, SIGN AND INITIAL
SECTION G	SELECTION OF CATEGORY	COMPLETE, SIGN AND INITIAL
SECTION H	VALID ACCREDITATION MEMBERSHIP WITH EXSA	SUBMIT AND INITIAL
SECTION I	VALID ACCREDITATION MEMBERSHIP WITH SAAICA	SUBMIT AND INITIAL
SECTION J	PROOF OF VALID PUBLIC LIABILITY OR INDEMNITY COVER OR LETTER OF INTENT FROM INSURANCE COMPANY <ul style="list-style-type: none"><li>Category A: R1,500,000.00</li><li>Category B: R2,400,000.00</li><li>Category C: R3,600,000.00</li></ul>	SUBMIT AND INITIAL
SECTION K	AUTHORITY TO SIGN THE BID	COMPLETE, SIGN AND INITIAL

***Failure to comply with the Supply Chain Administrative Compliance shall result in the offer being considered non-responsive and shall be rejected.***

## 2. PHASE 2: FUNCTIONALITY CRITERIA

2.1 Category A – Refer to Section O

2.2 Category B – Refer to Section O

2.3 Category C – Refer to Section O

*A bidder that scores less than 35 points (70%) on functionality evaluation based on the prescribed format will be regarded as non-responsive and shall be disqualified.*

## 3. CONTACT PERSON FOR SCM AND TECHNICAL ENQUIRIES

SCM enquiries may be directed to:

- Mrs T.P. Ngobese via e-mail: [prudence.ngobese@kznpremier.gov.za](mailto:prudence.ngobese@kznpremier.gov.za)
- Mr. V. Mgoza via e-mail: [vusie.mgoza@kznpremier.gov.za](mailto:vusie.mgoza@kznpremier.gov.za)

Technical enquiries may be directed to:

- Mr. N. Hlengwa via email: [nhlanhla.hlengwa@kznpremier.gov.za](mailto:nhlanhla.hlengwa@kznpremier.gov.za)

## 4. COMPULSORY BRIEFING SESSION

The briefing will be held as follows:

Date : 20 June 2025

Time : 10:00 am

Venue : Microsoft Teams

The link for the meeting will be provided on request. Please send an email to [vusie.mgoza@kznpremier.gov.za](mailto:vusie.mgoza@kznpremier.gov.za) for the link.

It is the responsibility of the bidder to type the correct email address as the department will not be held responsible for bidder not receiving the link because of incorrect email address typed

The closing date and time for requesting the link is the 19<sup>th</sup> of June 2025 at 16h00 respectively.

**NB:** No link will be provided after the closing date and time

**NB:** The briefing certificate will be signed and stamped by the departmental official and emailed to only prospective bidders who attended briefing session.

## 5. CLOSING OF BID:

The closing date and time for receipt of Tenders is **02 July 2025 at 11:00 am.**

Telegraphic, telephonic, telex, facsimile, e-mail, and late Tender Proposals will not be accepted. Bids must be deposited in the bid box specified below. Bids deposited in any other bid box and address will not be accepted.

The Bid Box, located on the ground floor by the SAPS booth at the Moses Mabhida building

Attention: Mrs T.P. Ngobese  
Supply Chain Management Unit  
KZN Office of the Premier  
300 Langalibalele Street  
Pietermaritzburg  
3201

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SECTION J	PROOF OF VALID PUBLIC LIABILITY OR INDEMNITY COVER OR LETTER OF INTENT FROM INSURANCE COMPANY <i>(Submit and initial)</i>  <ul style="list-style-type: none"> <li>▪ Category A: R1,500,000.00</li> <li>▪ Category B: R2,400,000.00</li> <li>▪ Category C: R3,600,000.00</li> </ul>	
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**SECTION A****SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

## SECTION B

SBD1

## INVITATION TO BID (PART A)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	KZNB 54 P 2025/2026	CLOSING DATE:	02 July 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT AND ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE EVENTS MANAGEMENT SERVICES TO THE KWAZULU-NATAL OFFICE OF THE PREMIER FOR A PERIOD OF 36 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GROUND FLOOR, MOSES MABHIDA BUILDING,					
300 LANGALIBALELE STREET (Previously Known as LONGMARKET STREET), PIETERMARITZBURG					
CORNER LANGALIBALELE STREET AND ARCHIBELL STREET, PIETERMARITZBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Prudence Ngobese		CONTACT PERSON	Nhlanhla Hlengwa	
TELEPHONE NUMBER	087 743 8901		TELEPHONE NUMBER	087 743 8647	
E-MAIL ADDRESS	<a href="mailto:prudence.ngobese@kznpremier.gov.za">prudence.ngobese@kznpremier.gov.za</a> <a href="mailto:vusie.mgoza@kznpremier.gov.za">vusie.mgoza@kznpremier.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:nhlanhla.hlengwa@kznpremier.gov.za">nhlanhla.hlengwa@kznpremier.gov.za</a>	
<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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>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.</b>					

**PART B****TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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: .....

**SECTION C****REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have.
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted, or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request an updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF THE BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

**SECTION D**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

....., WHO REPRESENTS (state  
name of bidder) .....

CSD Registration Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....



**SECTION E**  
**COMPULSORY BRIEFING SESSION**

Site/Building/Institution Involved: **KWAZULU-NATAL OFFICE OF THE PREMIER**

Bid Reference No: **KZNB 54 P 2025/2026**

**GOODS/SERVICE/WORK:** *APPOINTMENT AND ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE EVENTS MANAGEMENT SERVICES TO THE KWAZULU-NATAL OFFICE OF THE PREMIER FOR A PERIOD OF 36 MONTHS*

<b>Platform:</b>	<b>Date:</b>	<b>Time:</b>
<b>MS Teams</b>	<b>20 June 2025</b>	<b>10h00</b>

This is to certify that (bidder's representative name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Attended briefing session on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**  
 (PRINT NAME)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**  
 (PRINT NAME)

<b>Departmental stamp with signature</b>

*It is compulsory for the bidder to attend and record their attendance in the chat box and complete this form. It is also compulsory that the form be signed and stamped by a representative from KZNOTP. Failure to attend briefing session and submit a signed and stamped the form will result in the offer being considered as non- responsive and shall be rejected.*

## SECTION F 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 the table below.

Full Name	Identity Number	Name of State institution

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

- 2.2.1. If so, furnish particulars:

.....  
.....

- 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:

.....  
.....

<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.

### 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be 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

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

## SECTION G

## SELECTION OF CATEGORY

1. Should the service provider desire to serve in more than one category, separate portfolios of evidence must be submitted per category with a clear indication of such. Service providers are required to indicate in the table below the category they are bidding for.

2. Abbreviations:

2.1 EXSA – Exhibition Association of Southern Africa

2.2 SAACI – Southern African Association Conference Industry

TYPES OF CATEGORIES	TICK RELEVANT CATEGORY	ACCREDITATION CERTIFICATE	SUBMITTED? YES/NO
<b>CATEGORY A</b> (From 0 up to 2000 people attending)		Not applicable	
<b>CATEGORY B</b> (Above 2000 people attending)		Not applicable	
<b>CATEGORY C</b> (National and International events)		EXSA and SAACI <b>(Please submit valid accreditation with EXSA and SAACI)</b>	

It is mandatory for a bidder to indicate the category they are bidding for by placing tick on second column (**tick relevant category**). Not indicating the category, the bidder is applying for shall be interpreted to mean that the bidder is not applying for that respective category and will not be evaluated for that category.

Failure to indicate any of the above categories shall result in the offer being considered non-responsive and shall be disqualified.

Failure to submit both required accreditation certificates (EXSA and SAACI) shall result in the bidder not being considered for category C evaluation.

SIGNATURE OF BIDDER: .....

POSITION: .....

DATE: .....

SECTION H

**Valid EXSA accreditation certificate here**

**Please attach here**

SECTION I

**Valid SAACI accreditation certificate here**

**Please attach here**

## SECTION J

**Public liability cover or indemnity cover or letter of intent from the insurance company**

**Please submit and attach the corresponding cover as per the selected category.**

**Please attach here**

- **Category A: R1,500,000.00**
- **Category B: R2,400,000.00**
- **Category C: R3,600,000.00**

**SECTION K****AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO- OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:.....  
 hereby authorise Mr/Mrs/Ms .....  
 acting in the capacity of .....  
 whose signature is .....  
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**



**SECTION L****GENERAL CONDITIONS OF CONTRACT****1) Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier

is required to supply to the purchaser under the contract.

- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2) Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3) General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4) Standards**

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

**5) Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6) Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7) Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - 7.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - 7.3.2 a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8) Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the

premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9) Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10 Delivery and documents**

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

**11 Insurance**

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

**12 Transportation**

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

**13 Incidental Services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14 Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15 Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16 Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17 Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18 Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19 Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20 Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21 Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22 unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22 Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 21.

## **23 Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the

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

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

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

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

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

## **24 Anti-dumping and countervailing duties and rights**

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

## **25 Force Majeure**

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

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

## **26 Termination for insolvency**

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



to the purchaser.

## **27 Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28 Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29 Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30 Applicable law**

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31 Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32 Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees,

and other such levies imposed outside the purchaser's country.

- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33 National Industrial Participation (NIP) Programme**

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34 Prohibition of Restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

## **SECTION M**

### **SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and its Preferential Procurement Regulations; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

#### **1. ACCEPTANCE OF OFFER**

- This bid has been invited and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Practice Notes. The KZN Office of the Premier Bid Evaluation and Adjudication Committee is under no obligation to accept the lowest or any bid.

#### **2. CONTRACT PERIOD AND EXTENSION**

- The panel shall be in place for a period of thirty-six (36) months; however, the department reserves the right to review the panel after 18 months to add more suppliers onto an existing panel and the new service providers will be included in the panel for the remaining duration of the contract.
- Should the Department decide to review the panel, all new service providers who are added to the panel will abide by the initial bid period.
- The department reserves the right to extend the contract for a period not exceeding 24 months. Should the department decide to extend the contract, the extension will be on terms of the initial contract

#### **3. FALSE DECLARATION**

- All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.
- Any false declaration or intentional omission of relevant facts shall lead to disqualification.

#### **4. FALSE DECLARATION**

- All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.
- Any false declaration or intentional omission of relevant facts shall lead to disqualification.

#### **5. AWARD OF BIDS**

- The service provider who meets all the evaluation requirements will be placed onto the list of panelists.
- The award of the bid or contract to an individual bidder may be subject to a positive security clearance outcome from the State Security Agency (SSA).
- No contract may be awarded to service providers with a criminal record or pending criminal record.

#### **6. MARKET PRICES AND NEGOTIATIONS**

- The department reserves the right to negotiate market-related prices with the service providers

**7. ORDERS**

- Services shall be rendered only upon receipt of a written official order from the Department as per the contract.

**8. WARRANTS**

- The awarded entity warrants that it is able to deliver to the satisfaction of the department.
- The involvement of the awarded entity in any other business or venture shall not compete or conflict with the obligations of the entity to provide the services to the Department in terms of this bid.

**9. PAYMENT AND INVOICING**

- Payment will only be processed upon receipt, verification of invoices and confirmation by the appropriately authorized officials of actual services rendered.
- Payment will be made to the awarded entity only.
- Invoices must clearly indicate the order number, invoice number and VAT number (where it is applicable).
- Any variation to the quantities other than those stipulated in this bid document shall be approved by the department through the Supply Chain Management office.

**10. AMENDMENT OF BID CONDITIONS, ORDER STIPULATIONS OF BID, ETC.**

- No agreement to amend or vary the bid conditions or order or stipulations of bid shall be valid and of any force and effect unless such an agreement to amend or vary is entered into in writing and signed by contracting parties subject to approval by the Accounting Officer.

**11. CANCELLATION**

- The Department reserves the right to cancel the bid. Such cancellation shall be published in the print media and/or Departmental Website.

**12. TAX CLEARANCE CERTIFICATE OR TAX COMPLIANCE STATUS PIN**

- The Department will verify the tax compliance status of a bidder through CSD.
- Bidders must ensure that their tax matters are compliant with CSD.

**13. CENTRAL SUPPLIERS DATABASE (CSD)**

- A bidder submitting an offer must be registered on the Central Suppliers Database (CSD).
- A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.
- All information supplied in the bid document must correlate with information on CSD. It is the responsibility of the supplier to ensure that information on CSD is up to date at all times.
- Failure to comply with any of the above will result in the bidder being disqualified.

**14. COMPLETENESS OF THE BID DOCUMENT**

- The bid will only be considered if it is correctly completed in all respects and accompanied by all relevant and other necessary and applicable information/documents, i.e., signatures should be appended where required and documents called for should be submitted. (This section must be read together with Clause 4 of Section A: Special Instructions)

**15. SUBMISSION OF BIDS**

- Bids are to be submitted to the offices of the Department, Ground floor, by SAPS booth, corner 300 Langalibalele Street and Archibell Street, Pietermaritzburg, on or before **02 July 2025 at 11:00 am**. All bids are to be deposited in the bid box situated at the SAPS guard house.

**16. LATE OFFERS**

- Bids are late if they are received at the address indicated in the tender documents after the closing date and time.
- A late bid shall not be considered.

**17. VALIDITY PERIOD AND EXTENSION THEREOF**

- The validity (binding) period for the bid must be 180 days from close of tender. However, circumstances may arise whereby the department may request the bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders.

**18. EXPENSES INCURRED IN PREPARATION OF BIDS**

- The department will not be responsible for any expenses or losses which the bidder may incur in the preparation of this bid.

**19. NOTIFICATION OF AWARD OF BID**

- The publication of an award will be advertised in the same media as the invitation to bid.
- Notification of award of a bid shall be in writing to the successful bidder/s by a duly authorised official of the Department.

**20. CONTRACT AND SERVICE LEVEL AGREEMENT**

- The successful bidder shall be required to enter into a Service Level Agreement with the Department.
- The bid document constitutes a legal document and a binding contract.

**21. ECONOMIC EMPOWERMENT**

- Successful service providers/panel members will be obliged to outsource certain event activities (services or supplies) with an exception of critical services such as the main marquee to small businesses in order to promote procurement targets of the department. Companies owned by disabled persons, youth, African, women owned or SMME's within a particular district where the event is hosted must be utilized. Service providers may be required to draw labour from local community members for events held in rural areas, with a particular focus on the use of youth and women.

- This will be defined for each event and dependent on the nature of the event and the resources of the local community. Specific targets may be set by the client Department and the service provider shall report on the achievement of such targets to the relevant steering committee. It is advisable that the event coordinators consider hiring the local communities to provide labour services.

## **22. MANAGEMENT FEES AND CHARGE OUT RATES**

- It will be a further requirement that service providers bidding for an event must obtain market related prices for all goods/services required as per the scope of work contained in the individual bid documents dispatched at the time that an event will be required to be arranged. It should be noted that the rates are fixed on the following items:
  - Local Artist - (Standard price from the KZN Arts and Culture)
  - Professional (Standard price from the KZN Arts and Culture)
- NB: The rates are subject to change as per KZN Treasury Provincial Instructions and KZN Sports, Arts and Culture approval of new rates during the progress of the financial period. The circular with regards to changes will be communicated to all approved service providers in the panel.

## **23. MARKET ANALYSIS AND NEGOTIATION FOR PRICE REASONABLENESS**

- The prices must include management fees and delivery fees. The department reserves the right to ascertain the reasonableness of prices submitted by the bidder by comparing market related prices for various goods and services which will be required in terms of these terms of reference.
- The prices submitted by service providers bidding for an event may be compared to the client department's benchmarked prices. If the department is of the view that the prices submitted by service providers are unreasonable then the department will negotiate further with the bidder against the prices benched marked by the department.
- Should the bidder refuse to reduce prices, the Department may disregard the bidders and negotiate with the bidder next in line (the second lowest bidder or third lowest bidder in the process or cancel the quotation and re-invite).

## **24. PRICE AND PREFERENCE**

- The specific goals will be determined at the time of invitation of the quotations as per the strategic objectives of the department.
- The provisions of the Preferential Procurement Policy Framework Act, 2000 will be complied with.

## **25. REPORTING REQUIREMENTS**

The service provider will report directly to the Supply Chain Management Director or to the delegated representative of the department as and when required. Qualitative management of the service / performance must be overseen by the bidder and in line with the agreed upon SLA

## **26. QUERIES FROM THE BIDDERS**

Any correspondence with regards to this bid which the bidder wishes to raise must be emailed to the following officials by **30 June 2025**.

- **SCM enquiries may be directed to:**

Mrs. T.P. Ngobese via e-mail: [prudence.ngobese@kznpremier.gov.za](mailto:prudence.ngobese@kznpremier.gov.za)

Mr V. Mgoza via e-mail: [vusie.mgoza@kznpremier.gov.za](mailto:vusie.mgoza@kznpremier.gov.za)

- **Technical enquiries may be directed to:**

Mr. N. Hlengwa via email: [nhlanhla.hlengwa@kznpremier.gov.za](mailto:nhlanhla.hlengwa@kznpremier.gov.za)

- Bidders must note that all queries received via email before the stipulated date will be consolidated and a composite response will be sent to all who submitted queries.

## **27. BID APPEAL TRIBUNAL (BAT)**

**BAT finds its establishment in Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers the National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:**

- The bidder must, within five working days of receipt of the notification of an award, deliver written notification of an intention to appeal.
- The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

**The address provided for the lodging of appeals is:**

**Email:** [Batsecretariat@kzntreasury.gov.za](mailto:Batsecretariat@kzntreasury.gov.za)

**The Chairperson**

**Bid Appeals Tribunal**

**Private Bag X9082**

**Pietermaritzburg, 3200**

**SECTION N****TERMS OF REFERENCE****APPOINTMENT AND ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE EVENTS MANAGEMENT SERVICES TO THE KWAZULU-NATAL OFFICE OF THE PREMIER FOR A PERIOD OF 36 MONTHS****1. INTRODUCTION**

The KwaZulu-Natal Office of the Premier (KZNOPT) holds various events throughout the year and seeks to establish a panel of approved service providers for professional event management services. The overall objective is to appoint a service provider with proven track record, expertise and capability to manage events in a professional and coordinated manner whilst upholding the positive image of the department at all times.

The department is mandated to support the Premier in carrying out his constitutional mandate and as the coordinating office, acceleration of socio-economic change critically addressing the historical racially inspired developmental disparities in the province. This includes the development of practical policies and strategies that would guarantee access to economic opportunities by black communities who were historically excluded from the country's economy.

The panel members or bidders appointed in the panel will be required to submit quotations for co-ordination and management logistics of event management services as and when required for future events of the department. An event specific scope of work will be provided for re-packaging and issuing of purchase order purposes as per the approved price list in the contract.

The KZNOTP does not guarantee exclusive procurement from the appointed service provider nor any minimum order or quantity of services.

**2. PURPOSE**

KZNOTP has determined the need for establishment of a database of specific service providers for the provision of event management services in the form of competitive bidding process, to invite prospective suppliers to submit their proposals for the appointment of service providers to be in the panel of events management service for a period of 36 months.

The successful service provider(s) will be expected to perform an economic, effective and efficient management and coordination services in organising departmental events such as small events/ izimbizo for up to 2000 people, large events/izimbizos for more than 2000 people attending, national and international events including exhibitions and conferences.

In order to operate efficiently and effectively, the establishment of approved service providers for events management services is to expedite the procurement process for the selection of service providers to render event management services to the department. Due to the short notice for departmental events, and having to follow the bid process for events exceeding the procurement threshold of R 1 000 000.00, the existence of a panel of approved service providers for the department will reduce the time period within which the services can be procured as quotations can be invited from the approved service providers via the quotation system instead of bid process.

All the service providers in a panel will be invited to submit quotations and compete on price and preference on each category as and when the need arises for the department to procure event management services.



### 3. GENERAL REQUIREMENTS

The service provider to note the following requirements:

- Reply to notice of invitation timeously and be able to respond on a short notice in case of emergency
- Events will be held at different locations and venues with varying degrees of facilities, many of such events will take place at formal venues such as professional conferencing facilities as well as in rural areas with little or no facilities.
- Bidders are encouraged to own at least 50% of the equipment required for an event.

### 4. SCOPE OF WORK

The minimum scope of service shall include but not limited to the following:

- The service provider will be expected to understand and be prepared to comply with all protocols related to the department and note that these events are established by the department and may vary in complexity, depending on the scale and frequency of the event.
- As such as they will be required to perform as requested and indicated by the department.
- The broad spatial implications of meeting the department's requirements must be established as early as possible. A spatial plan should be prepared in consultation with the department, to ensure that the requirements of the department are met and to ensure a positive impact in the area in which the event is planned.
- Explicit approaches should be prepared and adopted with respect to the operational and infrastructural aspects of hosting the event.
- The work breakdown should be prepared according to the department's needs and also making provisions for prioritizing work and formulating contingency plans for unexpected situations. Schedules for detailed planning, community consultation, design, construction, site making, and test events must be prepared timeously, so that the department can guarantee delivery on time.
- The department shall establish a steering/planning committee for each event.
- The service provider must undertake the project management of the event together with the steering committee to develop a project plan including timelines and event specific details which will be approved by the steering/planning committee.
- The service provider shall appoint one senior staff member who has extensive project management experience to take full charge of all the logistical requirements of the event as well as to project manage the event from commencement to finish.
- The designated staff member will be accountable for all logistical requirements pertaining to the event.
- The designated staff member must be dedicated to the event and shall be available continuously until project close out.
- The steering/planning committee shall approve all arrangements, including the conducting of a site inspection with the service provider prior to each event.

## 5. THE SERVICES REQUIRED (THE LIST IS NOT EXHAUSTIVE)

The services to be provided will include the set-up, management and administration of the event and the dismantling of all assets/ infrastructure in accordance with an event specification for that particular event as provided by the department. Services include (not exhaustive) venue set up (marquees, tables, chairs, covers), meals, audio visual systems, transport, refreshments, structural compliance certification, site organization, security of assets/infrastructure, marshals/ushers, water and sanitation provision, waste disposal, back-up power etc.

The description of event goods and services ***(please note that the below list is not exhaustive)***

- Marquee and ground sheets/carpets
- Tables
- Chairs
- PA Systems
- Sound System 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
- Water Tankers
- Catering: Guests and officials
- Catering: Community
- Food transportation and storage including refrigeration
- Bit and band groups- supply of live bits when necessary
- Waitrons
- Ushering
- Entertainment
- Security
- Marshals including marshal/usher identification
- Name tags and lanyards
- T-shirts
- Translation services (simultaneous)
- Preparation and printing of invites, programmes etc
- Registration, minute taking, report writing and recording of resolutions and preparation of pre-conference documentation
- Registration of delegates
- Transport (public transport vehicles- buses and taxis and guests/executive vehicles as may be required)
- Parking arrangements
- Plaque engraving services
- Signage
- Banners- Design, print and erection
- Preparation of delegate packs
- Speed fencing including erection and dismantling
- Preparation/ Cleaning
- Live feed (Large screen projection)
- Media advertising
- Design and manufacture of cultural shields
- Installation of lighting conductors for events and when require
- Marshals including marshal identification
- Translation services (transcripts)
- Translation services (sign language)
- Facilitation of venues and accommodation
- Medical services (ambulance, medics, nurses, doctors)
- Performing Artists (refer to Department of Arts and Culture for a policy)
- Back-up power (e.g. generator)

- Name tags and lanyards
- Corporate gifts
- Source guest speakers and Master of ceremonies (MC's) (where necessary)
- Source exhibition stands (where necessary)
- Produce information packs
- Light conductor
- Health and Safety officer also be registered with relevant bodies (South African Institute of Occupational, Safety and Health (SAIOSH) or any relevant body.
- Structural Engineering or Building qualification and must be registered with Engineering Council of South Africa (ECSA)
- Plastic storage bins
- Hiring of Camera
- Hiring Generators
- Etc

## 6. THE CATEGORIES ARE STRUCTURED IN THE FOLLOWING MANNER

The prospective service providers who qualify will be placed in five different categories within the panel.

- **Category A** will be for service providers who are experienced in managing small events/Izimbizo being up to 2000 people attending.
- **Category B** will be for service providers who have experience in managing events of large events/Izimbizo being above 2000 people attending.
- **Category C** will be for service providers who have experience in managing International events including exhibitions and conferences. Bidders who fail to register with relevant bodies before closing date will be eliminated i.e Southern African Association Conference Industry and Exhibition Association of Southern Africa.

## 7. PANEL SELECTION CRITERIA

The department reserve the rights to re-advertise immediately should there not be sufficient service providers for a particular category. A company also has a right to apply for all categories of Events if they meet all specified requirements of the bid proposals.

Service providers must indicate whether they would like to serve in more than one category of the panel. Should the service provider desire to be in more than one category they must provide their proposals per each category (that is Methodology strategy and approach and key team expert as well as the financial viability). Service Providers are required to indicate in the below table the category they are bidding for.

Failure to indicate a category, will lead to an automatic disqualification. Should service provider for one or more of the listed categories below not be obtained for the required approved panel of the services providers, the department reserves the right to re-advertise the project for additional service providers.

Service providers applying to be in category C, where accreditation with SAACI, and/or EXSA is required, and proof of accreditation is not attached, this will lead to an automatic disqualification as per phase 1 requirements.

## 8. PREPARATION FOR AN EVENT (SPECIFICATION)

### 8.1 Co-ordination of logistics

- The service provider shall be responsible for the set-up and the dismantling of all assets, etc. Responsibilities will also include ensuring that the venue is clean and litter free after the event. The site/venue must be inspected prior to the event on the day agreed upon between the service provider and the Department.

## **8.2 Venue Safety and Security**

- The service provider is to provide logistics as per the determination of the Security Manager of the Department.
- The Department will ensure that the SAPS/VIP Protection Security Officials are also available to ensure minimum risk to all attending the event.
- The service provider (s) must arrange adequate security for assets at the venue from the day of set up until after the function and redeployment of the assets.
- The service provider (s) must show proven experience in sourcing and managing security services.
- The service provider (s) must assist the department in developing a comprehensive safety and security plan for the event.
- The department should arrange safety and security in conjunction with the Local Municipality and fire services in the area that the event will be taking place. Where required the services of SAPS and ambulance will be provided by the department. The Managing Agent/s must ensure that a disaster management plan is drawn up together with the department to deal with the media in the event of a major disaster occurring at the event.
- The service provider to ensure the services of the safety officer are procured for each event hosted by the department.

## **8.3 Event Manager**

- The Events Manager will be expected to understand and be prepared to comply with all protocols related to the department. Also, the Events Manager must understand that these events are established by the department and may vary in complexity, depending on the scale and frequency of the event. As such the Events Manager will be required to perform as requested and indicated by the department.

## **8.4 Site**

- The Service provider in consultation with safety officer must provide the Department with a site plan as soon as possible prior to the function and must be available for the site to be inspected by the Department Security Manager prior to the function on the day agreed between the Department and service provider.
- A certificate of compliance must be provided by the service provider indicating that all structural installations are compliant with minimum industry requirements. Such a certificate must be furnished to the Department Security Manager or Liaison Officer as soon as possible prior to the event.

## **8.5 Due care and diligence**

- The service provider must exercise care and diligence in the performance of its duties as contemplated in this contract and will be liable in the event of failure to exercise such due care and diligence, as this could result in the termination of the contract.

## **8.6 Indemnity**

- The service provider shall indemnify and hold the Department harmless against any claims of any nature arising out of the willful or negligent acts or omissions of the service provider, or any person acting for and on behalf of the service provider, and that the service provider shall warrant that it carries out of such willful or negligent acts or omissions.

## 8.7 Marquees/Scaffolding

- The service provider must ensure that when erecting marquees/scaffolding, the necessary certificate/s is/are obtained from the supplier and have to be in compliance with the Disaster Management Act. A detailed specification including dimensions of the seater tent will be provided by the Department.
- A guests/executive marquee may be provided. The floor of the guests/executive marquee may be covered with a ground sheet in a color to be decided by the department. This marquee may be used for the purpose of serving meals to all dignitaries. The marquee may be divided in order to serve refreshments on arrival of dignitaries.
- The marquee will be utilized by the dignitaries as the holding area. Marquee that will also serve as an information center for the department related issues must be provided if needed. All these marquees must, where possible, be located at least 20 meters from the Main Marquee.
- In the event of an outside venue the service provider(s) will be expected to provide requirements such as umbrellas/gazebos during extreme weather conditions for guests/executives.
- The service provider must provide tables and chairs with back covers and also executive chairs for guests at main table including eating utensils (knives, forks, spoons, plates, glasses etc.). At the main table floral decorations must be arranged. All tables must have tablecloths and over-lays.
- The service provider may be expected to provide holding room/marquee to accommodate 20 guests. Must also provide tables and chairs with back covers and tables must have tablecloths and overlays. The service provider must also provide person(s) to serve the dignitaries. This marquee will be utilized by the guest's dignitaries as the holding area.
- The service provider must develop a seating concept and plan for the main marquee distinguishing between main guests and other guests, taking into consideration a main table required for main guests and separated seating for other guests depending on the protocol requirements.
- The service provider(s) may be expected to provide white plastic chairs without covers for all guests except for the executive guests. Covered chairs must be provided for the executive guests.
- Where necessary, marshals and ushers must be provided. A separate entrance to the main marquee for executive guests must be provided. Reasonable air-circulation must be provided for. Discomfort levels should be kept to the minimum

## 8.8 Stage

- The service provider must consult with the liaison officer regarding stage plus podium for dignitaries. The tables on the main stage must be covered with linen tablecloths and overlays on them. Decorations for the stage may be required depending on the department; that is, flowers/plants etc. Bottled water and juices of different flavors for dignitaries placed on the main stage table and on a table in close proximity thereto may be required. This may include sufficient number of glass jugs/carafes and drinking glasses.
- Provision must be made for cooler boxes with ice storage of refreshments behind the stage through-out the proceedings. The service provider to ensure provision of mobile stage for the Department where areas do not have necessary infrastructure.

## 8.9 Refreshments

- The service provider must ensure that a detailed MENU is discussed with the liaison officer of the department for refreshments to be served to executive guests on arrival.

## 8.10 Lunch provision to the executive guests:

- The service provider shall ensure that sufficient personnel are available to service all tables.
- A minimum of one (1) person per table of ten (10) will be required. The service provider must ensure that consultation is made with the department for VIP's to be identified by means of colored stickers, arm bands etc.
- NB: It may be a requirement that food will be provided in bowls per table and these will be required to be removed and refilled when necessary. Under no circumstances must persons in the VIP marquee, queue for meals.

## 8.11 Sit down lunch including refreshments

- Depending on the requirements of the Department, a variety of Traditional, Western and Halaal foods and deserts will have to be provided by the Agent/s. The service provider will be provided with a minimum of three (3) draft MENUs for selection, as early as possible prior to the function for (African/Western/Halaal/Vegetarian meals)

## 8.12 Lunch provision to the community

- Must be discussed with the liaison officer of the Department, but standard provision normally is as follows: viz
  - a) 2 Rolls
  - b) 2 Chicken pieces (Drumsticks)/beef
  - c) 330ml 100% juice
  - d) 1 fruit in season
  - e) Or lunch packs
- The food is to be served in an environment friendly disposable container, and the caterer/s should be briefed regarding the expected time of arrival. The service provider to ensure that the correct quantity and quality of food packs is delivered, and it is according to specification. The list of service providers/caterers will be provided by the department to the service provider.

## 8.13 Transportation of foodstuffs:

- All foodstuffs are to be transported in a hygienic manner and where appropriate in a refrigerated truck/trailer. All meals are to be prepared within 10 km from the site where meals would be served.
- Should, on occasion, the serving of the meal takes place at a later time than the specified time, the service provider must ensure that there are suitable facilities to ensure that all food is kept warm until such time that is required to be served.

## 8.14 Weather condition

- The service provider may be expected to provide air conditioner/s including heaters to the VIP marquee when the weather is at extreme. The service provider will be again, expected to provide umbrellas during the extreme weather conditions for VIPs upon arrival to the exact venue.

**8.15 Refrigeration facilities (truck/trailer)**

- Where required the service provider shall ensure that there are suitable refrigeration facilities available for keeping items cool.

**8.16 Waste disposal**

- When required flushable portable toilets for the community and VIPs must be provided separately and must be placed in close proximity of each tent. There shall be separate toilets for male, female and for handicapped guests. Single/Double ply toilet paper of good quality must be provided by the service provider and ensure replenishment when required. Toilets to be kept hygienically clean at all times.

**8.17 Water tankers**

- The service provider must ensure that adequate arrangements are made in respect of water required for cooking purposes. The Department will ensure that a water tanker is available for drinking purposes for the general public attending the function.

**8.18 Transport and related matters**

- The service provider will be required to organize and hire buses or any suitable means of transport to ferry community to and from the venue. As a requirement, an inspection certificate from the transporter confirming safety standards must be provided to the Department or liaison officer.
- The local based contractors/transporters must by all means be utilized. The number of people to be ferried and the radius of kilometers to be traveled must be discussed with the Department. It must be noted that no buses will leave until such time that the Department liaison officials have signaled for them to leave. The service provider and the Security Manager for the Department must designate a parking area for all buses. The service provider must liaise with the Department on the nominated and agreed transport route to be utilized and this route must be made available to all relevant stakeholders.

**8.19 Entertainment**

- Where required the service provider shall secure an appropriate professional and non-professional artist(s) to provide entertainment to the audience. Selected artists performing must be negotiated between the service provider and the department. An appropriate stage and sound system must be provided in terms of technical requirements of artist(s).

**8.20 Communication and Media**

- Where required a table and chairs must be provided for the members of the media. A public address system (PA) with adequate wattage with microphones. (Company must provide technician to set up and operate the system). The service provider must ensure that the system is tested prior to the event.

**8.21 Public Address System**

- The service provider will be required to provide with a public address system with adequate wattage with microphones. (Company is to provide a technician to set up and operate the system). The service provider must ensure that the system is tested prior to the event and a power generator or back up is provided.

**8.22 Photography, projection and video recording services**

- The service provider will be required to provide with a camera for live feedback.

**8.23 LCD Screens**

- The service provider will be required to provide LCD screens for live feedback during the proceedings of the function.

**8.24 Speed fencing**

- The service provider will be required to provide speed fencing for security purposes during the department event or function.

**8.25 Marshals including marshal/usher identification**

- The service provider will be required to provide Marshal Identification T-shirts or Bibs for the Marshalls that will be assisting during the event. Also, be expected to pay a stipend to the Marshals at the end of the event.

**8.26 Name tags and lanyards**

- The service provider will be required to provide with name tags or lanyards for accreditation purposes for media, VIPs, staff and officials etc.

**8.27 Promotional Material**

- The service provider in consultation with the Department must arrange where necessary promotional items such as T-shirts, caps, Golf shirts, drinking bottles etc.

**8.28 Translation services (simultaneous)**

- The service provider may be required to provide services of the translator depending on the nature and purpose of the event.

**8.29 Preparation and printing of invites, programmes etc.**

- The service provider in consultation with the Department may be required to prepare and print invitations and programmes etc.

**8.30 Registration of delegates**

- The service provider may be required to deal with registration of delegates depending on the nature of the event.

**8.31 Transport**

- The service provider may be required to make transport arrangements (buses and VIP vehicles) for the delegates when necessary.

**8.32 Parking arrangements**

- The service provider may be required to make parking arrangements for delegates and VIP's where there is infrastructure for the event to be held in (e.g. conference Centre, hotel, etc.)

**8.33 Signage**

- The service provider may be required to design and produce signage



**8.34 Banners**

- The service provider in consultation with the Department may be required to design and print departmental banners depending on the specific requirement for that particular event

**8.35 Executive guests**

- Where required the service provider must ensure that honorary guests are given special attention. It is important that the person assigned to take care of these people is aware of who the dignitaries are in order to maintain the standard or departmental image. The designated incumbent should also be sufficiently skilled in terms of protocol such as the manner in which the invitations are addressed, seating arrangements, etc.

**8.36 Communication**

- The service provider shall ensure that the department provides or nominates person(s) who is/are fully conversant with all the facets of such events. The service provider shall ensure that there is one designated person to manage the event, who will be available on a 24-hour basis. The details of such person shall be communicated to the liaison office prior to the event. The manager must also be clearly identifiable at the event.

**8.37 Obligations of the Service Provider**

- The Service Provider must abide by all State policies, standards and procedures applicable to events management, including but not limited to:
  - a) Hygiene Regulations R-918 as published in the Government Gazette;
  - b) Food Based Dietary Guidelines;
  - c) Compliance with the Occupational Health and Safety Act; and
  - d) Relevant municipal by-laws and prescripts.

**8.37 Indemnity**

- The service provider(s) shall indemnify and hold the client Department harmless against any claims of any nature arising out of the willful or negligent acts or omissions of the service provider(s), or any person acting for and on behalf of the agent (events manager). The service provider(s) warrants that it carries sufficient insurance to cover any such claims, of any nature arising out of such willful or negligent acts or omissions.

**8.38 Liability**

- The service provider(s) must ensure that the designated person(s) is/are fully equipped to deal with any emergency, medical or security problems that may occur during the event.
- The service provider absolves the department of all liability with regard to the tasks to be performed by the events manager and his/her contracted suppliers, including the performance of their human resource component.
- The department shall not be held liable for any other consideration except the contract price agreed to between the Department and the service provider (events manager).

**8.39 Access to Information**

- The service provider must make available to the Department all invoices and supporting documentation from sub – contractors together with their monthly fee note.
- The service provider must allow access to all records and information pertaining to the event for auditing by the client department.

**8.40 Accessibility and flow**

- Number and arrangement of entrances, exits and access control;
- Directional signage;
- Parking;
- Special needs (wheelchair access);
- Crowd-control devices (barricades, signs);
- Fire regulation, capacity (persons, vehicles, etc)
- On-site vehicles for staff and identification thereof.

**8.41 Accreditation**

- For media, VIPs, staff and officials (police, fire etc)
- Types: badges; tickets; uniforms; wrist bands

**8.42 Activity requirements, setting types**

- Stages and assembly, dressing rooms, special technicians, seating arrangements, viewing quality, etc.
- Procession parade marshals; and crowd control
- Decorations and designs;
- Permission and special provision for fireworks, loud music and balloon releases.

**8.43 Cancellation or venue change procedures**

- Weather forecasting and monitoring
- Methods of instant communicating any changes (e.g. loudspeaker system; signs);
- Policy and procedures for reissuing tickets, rain checks, etc.

**8.44 Infrastructure**

- Power needs (generators and dedicated lines, amperage for special equipment, protection from the elements, heating or air conditioning, lighting and sound systems, backup and contingency plans)
- Water for drinking, food and beverage preparations
- Sewerage, and ablution requirements

**8.45 Safety, security, comfort and health**

- First aid, lost children, and lost and found facilities.
- Emergency response, accessibility and evacuation procedures.
- Shelters from the elements
- Police or security presence
- Waste disposal and recycling
- Safe storage facilities

## SECTION O

### EVALUATION CRITERIA

The evaluation criteria will consist of the following two (2) phases:

#### 1. Phase 1 - Supply Chain Administrative Compliance

- i. Bids submitted must be complete in all respects
- ii. The following forms must be duly completed and be submitted with the bid at the time of closing of bid:

COMPULSORY BID FORMS		
SECTIONS	DESCRIPTION	ACTION BY THE BIDDER
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF THE BID	READ AND INITIAL
SECTION B	INVITATION TO BID (SBD 1) – <b>PART A</b> TERMS AND CONDITIONS FOR BIDDING (SBD 1) – <b>PART B</b>	COMPLETE, SIGN AND INITIAL
SECTION C	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	READ AND INITIAL
SECTION D	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE	COMPLETE, SIGN AND INITIAL
SECTION E	COMPULSORY BRIEFING SESSION	COMPLETE, SIGN AND INITIAL
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	COMPLETE, SIGN AND INITIAL
SECTION G	SELECTION OF CATEGORY	COMPLETE, SIGN AND INITIAL
SECTION H	VALID ACCREDITATION MEMBERSHSHIP WITH EXSA	SUBMIT AND INITIAL
SECTION I	VALID ACCREDITATION MEMBERSHSHIP WITH SAAICA	SUBMIT AND INITIAL
SECTION J	PRROF OF VALID PUBLIC LIABILITY OR INDEMNITY COVER OR LETTER OF INTENT FROM INSURANCE COMPANY <ul style="list-style-type: none"> <li>▪ Category A: R1,500,000.00</li> <li>▪ Category B: R2,400,000.00</li> <li>▪ Category C: R3,600,000.00</li> </ul>	SUBMIT AND INITIAL
SECTION K	AUTHORITY TO SIGN THE BID	COMPLETE, SIGN AND INITIAL

***Failure to comply with the Supply Chain Administrative Compliance shall result in the offer considered non-responsive and shall be rejected.***

## 2. Phase 2: Execution capacity/Functionality

A bidder that scores less than 35 points (70%) on functionality evaluation based on the prescribed format will be regarded as non-responsive and shall be disqualified.

### **CATEGORY A**

CATEGORY A	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
	<b>Methodology</b> <ul style="list-style-type: none"> <li>• <i>Introduction</i></li> <li>• <i>Planning (2 points)</i></li> <li>• <i>Layout Security and Protocol (2 points)</i></li> <li>• <i>Infrastructure (3 points)</i></li> <li>• <i>Infrastructure and other related items</i></li> <li>• <i>Sound and other audio-visual equipment (3 points)</i></li> <li>• <i>Mobilisation and Transportation management (3 points)</i></li> <li>• <i>Catering services (2 points)</i></li> <li>• <i>Localization (3 points)</i></li> <li>• <i>Project close-out report (2 points)</i></li> </ul>	<b>20</b>	Detailed relevant methodology
	<b>Company profile (The company profile to cover but limited to the following elements)</b> <ul style="list-style-type: none"> <li>• <i>Detailed organogram showing resources</i></li> <li>• <i>Company experience in events management in public sector and private sector</i></li> </ul>		Detailed company profile
	<b>Company experience – Contactable references</b> <p>Reference letter (Annexure 1 form) confirming the successful completion of the project accompanied by the supporting purchase order to the minimum value of R800,000.00 per event or project</p> <p><b>The department will not consider the reference letter that is not accompanied by purchase order, also the department will not consider purchase order not accompanied by reference letter</b></p>		<p>Submission of <b><u>reference letters</u></b> confirming the successful completion of the project and the supporting <b><u>purchase order</u></b> to the minimum value of R800,000.00 per event or project</p> <p>It is compulsory that an affirmation is provided by a client to confirm that a service provider has conducted a similar project by completing the information required on <b><u>Annexure 1</u></b>.</p> <p>The project must be successfully complete</p> <p>No points will be allocated for projects rated poor service performance and no points will be allocated if the information on <b><u>Annexure 1</u></b> is not duly completed.</p>

CATEGORY A	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
4	reference letters with supporting purchase orders submitted	12	
3	reference letters with supporting purchase orders submitted	9	
2	reference letters with supporting purchase orders submitted	6	
1	reference letter with supporting purchase order submitted	3	
no	reference letters with supporting purchase orders	0	
<b>Financial capacity</b>			Submission of bank certified evidence of cash/credit/overdraft facility available for a minimum value R500,000.00
	Bank certified evidence of cash/credit/overdraft facility to the value of R500,000.00	4	
	Bank certified evidence of cash/credit/overdraft facility with value of less than R500,000.00	0	
<b>Key personnel (Project Leader) - Qualification</b>			Copies of qualifications
	NQF level 8 qualification	3	
	NQF level 7 qualification	2	
	NQF level 6 qualification	1	
	No qualifications	0	
<b>Key personnel (Project Leader) - Experience</b>			Comprehensive CV detailing the experience in events management
	5+ years' relevant experience in events management	6	
	3-4 years' experience in events management	4	
	1-2 years' experience in events management	2	
	Less than 1 year experience in events management	0	
<b>Location/Locality</b>			Submission of the recent last 3 months CIPC documents
	Office in KwaZulu-Natal	5	
	No Office in KwaZulu-Natal	0	
<b>TOTAL POINTS FOR CATEGORY A</b>		<b>50</b>	

***A bidder that scores less than 35 points (70%) on functionality evaluation based on the prescribed format will be regarded as non-responsive and shall be disqualified.***

Evidence of track record in providing similar services. The bidder must complete the below table:

CATEGORY A: MANAGING SMALL EVENTS/IZIMBIZO BEING UP 2000 PEOPLE ATTENDING					
DATE	TYPE/NAME OF EVENTS	VALUE	NO OF ATTENDEES	VENUE	ORGANISATION NAME (INDICATE IF PUBLIC OR PRIVATE SECTOR)

**CATEGORY B**

CATEGORY B	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• <i>Introduction</i></li> <li>• <i>Planning (2 points)</i></li> <li>• <i>Layout Security and Protocol (2 points)</i></li> <li>• <i>Infrastructure (3 points)</i></li> <li>• <i>Infrastructure and other related items</i></li> <li>• <i>Sound and other audio-visual equipment (3 points)</i></li> <li>• <i>Mobilisation and Transportation management (3 points)</i></li> <li>• <i>Catering services (2 points)</i></li> <li>• <i>Localization (3 points)</i></li> <li>• <i>Project close-out report (2 points)</i></li> </ul>	<b>20</b>	Detailed relevant methodology
<b>Company profile (The company profile to cover but limited to the following elements)</b>	<ul style="list-style-type: none"> <li>• <i>Detailed organogram showing resources</i></li> <li>• <i>Company experience in events management in public sector and private sector</i></li> </ul>		Detailed company profile
<b>Company experience – Contactable references</b>	<p>Reference letter (Annexure 1 form) confirming the successful completion of the project accompanied by the supporting purchase order to the minimum value of R1,500,000.00 per event or project</p> <p><b>The department will not consider the reference letter that is not accompanied by purchase order, also the department will not consider purchase order not accompanied by reference letter</b></p>		<p>Submission of <b><u>reference letters</u></b> confirming the successful completion of the project and the supporting <b><u>purchase order</u></b> to the minimum value of R1,500,000.00 per event or project</p> <p>It is compulsory that an affirmation is provided by a client to confirm that a service provider has conducted a similar project by completing the information required on <b><u>Annexure 1</u></b>.</p> <p>The project must be successfully complete</p> <p>No points will be allocated for projects rated poor service performance and no points will be allocated if the information on <b><u>Annexure 1</u></b> is not duly completed.</p>
<b>4</b> reference letters with supporting purchase orders submitted		<b>12</b>	
<b>3</b> reference letters with supporting purchase orders submitted		<b>9</b>	
<b>2</b> reference letters with supporting purchase orders submitted		<b>6</b>	
<b>1</b> reference letter with supporting purchase order submitted		<b>3</b>	
<b>no</b> reference letters with supporting purchase orders		<b>0</b>	

CATEGORY B	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
<b>Financial capacity</b>			Submission of bank certified evidence of cash/credit/overdraft facility available for a minimum value of R800,000.00
Bank certified evidence of cash/credit/overdraft facility to the value of R800,000.00		<b>4</b>	
Bank certified evidence of cash/credit/overdraft facility with value of less than R800,000.00		<b>0</b>	
<b>Key personnel (Project Leader) - Qualification</b>			Copies of qualifications
NQF level 8 qualification		<b>3</b>	
NQF level 7 qualification		<b>2</b>	
NQF level 6 qualification		<b>1</b>	
No qualifications		<b>0</b>	
<b>Key personnel (Project Leader) - Experience</b>			Comprehensive CV detailing the experience in events management
6+ years' relevant experience in events management		<b>6</b>	
3-5 years' experience in events management		<b>4</b>	
1-2 years' experience in events management		<b>2</b>	
Less than 1 year experience in events management		<b>0</b>	
<b>Location/Locality</b>			Submission of the recent last 3 months CIPC documents
Office in KwaZulu-Natal		<b>5</b>	
No Office in KwaZulu-Natal		<b>0</b>	
<b>TOTAL POINTS FOR CATEGORY B</b>		<b>50</b>	

***A bidder that scores less than 35 (70%) on functionality evaluation based on the prescribed format will be regarded as non-responsive and shall be disqualified.***

Evidence of track record in providing similar services. The bidder must complete the below table:

<b>CATEGORY B: MANAGING LARGE EVENTS/IZIMBIZO WITH ABOVE 2000 PEOPLE ATTENDING</b>					
DATE	TYPE/NAME OF EVENTS	VALUE	NO OF ATTENDEES	VENUE	ORGANISATION NAME (INDICATE IF PUBLIC OR PRIVATE SECTOR)



**CATEGORY C**

CATEGORY C	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
<b>Methodology</b>	<b>20</b>	Detailed relevant methodology	
<ul style="list-style-type: none"><li>• <i>Introduction</i></li><li>• <i>Planning (2 points)</i></li><li>• <i>Layout Security and Protocol (2 points)</i></li><li>• <i>Infrastructure (3 points)</i></li><li>• <i>Infrastructure and other related items</i></li><li>• <i>Sound and other audio-visual equipment (3 points)</i></li><li>• <i>Mobilisation and Transportation management (3 points)</i></li><li>• <i>Catering services (2 points)</i></li><li>• <i>Localization (3 points)</i></li><li>• <i>Project close-out report (2 points)</i></li></ul>			
<b>Company profile (The company profile to cover but limited to the following elements)</b>		Detailed company profile	
<ul style="list-style-type: none"><li>• <i>Detailed organogram showing resources</i></li><li>• <i>Company experience in events management in public sector and private sector</i></li></ul>			
<b>Company experience – Contactable references</b>		Submission of <b>reference letters</b> confirming the successful completion of the project and the supporting <b>purchase order</b> to the value above R1,500,000.00 per event or project	
Reference letter (Annexure 1 form) confirming the successful completion of the project accompanied by the supporting purchase order to the value above R1,500,000.00 per event or project		It is compulsory that an affirmation is provided by a client to confirm that a service provider has conducted a similar project by completing the information required on <b>Annexure 1</b> .	
<b>The department will not consider the reference letter that is not accompanied by purchase order, also the department will not consider purchase order not accompanied by reference letter</b>		The project must be successfully complete	
		No points will be allocated for projects rated poor service performance and no points will be allocated if the information on <b>Annexure 1</b> is not duly completed.	
<b>4</b> reference letters with supporting purchase orders submitted	<b>12</b>		
<b>3</b> reference letters with supporting purchase orders submitted	<b>9</b>		
<b>2</b> reference letters with supporting purchase orders submitted	<b>6</b>		
<b>1</b> reference letters with supporting purchase orders submitted	<b>3</b>		
<b>no</b> reference letters with supporting purchase orders	<b>0</b>		

CATEGORY C	CRITERIA	WEIGHT/POINTS	MEANS OF VERIFICATION
<b>Financial capacity</b>			Submission of bank certified evidence of cash/credit/overdraft facility available for a minimum value R1,000,000.00
Bank certified evidence of cash/credit/overdraft facility to the value of R1,000,000.00		<b>4</b>	
Bank certified evidence of cash/credit/overdraft facility with value of less than R1,000,000.00		<b>0</b>	
<b>Key personnel (Project Leader) - Qualification</b>			Copies of qualifications
NQF level 8 qualification		<b>3</b>	
NQF level 7 qualification		<b>2</b>	
NQF level 6 qualification		<b>1</b>	
No qualifications		<b>0</b>	
<b>Key personnel (Project Leader) - Experience</b>			Comprehensive CV detailing the experience in events management
7+ years' relevant experience in events management		<b>6</b>	
4-6 years' experience in events management		<b>4</b>	
1-3 years' experience in events management		<b>2</b>	
Less than 1 year experience in events management		<b>0</b>	
<b>Location/Locality</b>			Submission of the recent last 3 months CIPC documents
Office in KwaZulu-Natal		<b>5</b>	
No Office in KwaZulu-Natal		<b>0</b>	
<b>TOTAL POINTS FOR CATEGORY C</b>		<b>50</b>	

***A bidder that scores less than 35 points (70%) on functionality evaluation based on the prescribed format will be regarded as non-responsive and shall be disqualified.***

Evidence of track record in providing similar services. The bidder must complete the below table:

<b>CATEGORY C: MANAGING INTERNATIONAL EVENTS INCLUDING EXHIBITIONS AND CONFERENCES</b>					
DATE	TYPE/NAME OF EVENTS	VALUE	NO OF ATTENDEES	VENUE	ORGANISATION NAME (INDICATE IF PUBLIC OR PRIVATE SECTOR)


**KWAZULU-NATAL PROVINCE**

 OFFICE OF THE PREMIER  
 REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL OFFICE OF THE PREMIER**

 Private Bag X9037, PIETERMARITZBURG, 3200  
 Moses Mabhida Building, 300 Langalibalele Street, Pietermaritzburg, 3200  
 Tel: 087 743 8647  
 Website: [www.kznonline.gov.za](http://www.kznonline.gov.za)
**ANNEXURE 1: REFERENCE LETTER ONE**
**CONFIRMATION OF REFERENCES**

<b>NAME OF BIDDING COMPANY:</b>					
<b>PREVIOUS CLIENT/EMPLOYER NAME:</b>					
<b>TENDER/BID NUMBER OF PREVIOUS/ CURRENT CONTRACT/PROJECT:</b>					
<b>DESCRIPTION OF CONTRACT/ PROJECT COMPLETED:</b>					
<b>VALUE OF WORK COMPLETED:</b>					
<b>DURATION AND DATE COMPLETED:</b>					
<b>START DATE:</b>			<b>END DATE:</b>		
.....	.....	.....	.....	.....	.....
<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
The above-mentioned Bidding Company is in process of submitting a Bid for the establishment of a panel of events management system for the KwaZulu-Natal Office of the Premier for a period of thirty six months . As a client or previous client, you kindly requested to confirm the level of services received from the company as per the required questionnaire below:					
Was the services rendered as per the terms of reference or specification.			Select applicable rating <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor		

**Full Name of Authorised Signatory** .....

Contact Number .....

Email address .....

Signature ..... Date .....

**CLIENT(EMPLOYER) STAMP HERE**

Incomplete, unsigned or unstamped form will not be accepted. The KwaZulu – Natal Office of the Premier reserves the right to contact any Client Company listed as a reference.


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**ANNEXURE 1: REFERENCE LETTER TWO**
**CONFIRMATION OF REFERENCES**

<b>NAME OF BIDDING COMPANY:</b>					
<b>PREVIOUS CLIENT/EMPLOYER NAME:</b>					
<b>TENDER/BID NUMBER OF PREVIOUS/ CURRENT CONTRACT/PROJECT:</b>					
<b>DESCRIPTION OF CONTRACT/ PROJECT COMPLETED:</b>					
<b>VALUE OF WORK COMPLETED:</b>					
<b>DURATION AND DATE COMPLETED:</b>					
<b>START DATE:</b>			<b>END DATE:</b>		
.....	.....	.....	.....	.....	.....
<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
The above-mentioned Bidding Company is in process of submitting a Bid for the establishment of a panel of events management system for the KwaZulu-Natal Office of the Premier for a period of thirty six months . As a client or previous client, you kindly requested to confirm the level of services received from the company as per the required questionnaire below:					
Was the services rendered as per the terms of reference or specification.			Select applicable rating <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor		

**Full Name of Authorised Signatory** .....

Contact Number .....

Email address .....

Signature ..... Date .....

**CLIENT(EMPLOYER) STAMP HERE**

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**ANNEXURE 1: REFERENCE LETTER THREE**
**CONFIRMATION OF REFERENCES**

<b>NAME OF BIDDING COMPANY:</b>					
<b>PREVIOUS CLIENT/EMPLOYER NAME:</b>					
<b>TENDER/BID NUMBER OF PREVIOUS/ CURRENT CONTRACT/PROJECT:</b>					
<b>DESCRIPTION OF CONTRACT/ PROJECT COMPLETED:</b>					
<b>VALUE OF WORK COMPLETED:</b>					
<b>DURATION AND DATE COMPLETED:</b>					
<b>START DATE:</b>			<b>END DATE:</b>		
.....	.....	.....	.....	.....	.....
<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
The above-mentioned Bidding Company is in process of submitting a Bid for the establishment of a panel of events management system for the KwaZulu-Natal Office of the Premier for a period of thirty six months . As a client or previous client, you kindly requested to confirm the level of services received from the company as per the required questionnaire below:					
Was the services rendered as per the terms of reference or specification.			Select applicable rating <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor		

**Full Name of Authorised Signatory** .....

Contact Number .....

Email address .....

Signature ..... Date .....

**CLIENT(EMPLOYER) STAMP HERE**

Incomplete, unsigned or unstamped form will not be accepted. The KwaZulu – Natal Office of the Premier reserves the right to contact any Client Company listed as a reference.


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 Website: [www.kznonline.gov.za](http://www.kznonline.gov.za)
**ANNEXURE 1: REFERENCE LETTER FOUR**
**CONFIRMATION OF REFERENCES**

<b>NAME OF BIDDING COMPANY:</b>					
<b>PREVIOUS CLIENT/EMPLOYER NAME:</b>					
<b>TENDER/BID NUMBER OF PREVIOUS/ CURRENT CONTRACT/PROJECT:</b>					
<b>DESCRIPTION OF CONTRACT/ PROJECT COMPLETED:</b>					
<b>VALUE OF WORK COMPLETED:</b>					
<b>DURATION AND DATE COMPLETED:</b>					
<b>START DATE:</b>			<b>END DATE:</b>		
.....	.....	.....	.....	.....	.....
<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>
The above-mentioned Bidding Company is in process of submitting a Bid for the establishment of a panel of events management system for the KwaZulu-Natal Office of the Premier for a period of thirty six months . As a client or previous client, you kindly requested to confirm the level of services received from the company as per the required questionnaire below:					
Was the services rendered as per the terms of reference or specification.			Select applicable rating <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor		

**Full Name of Authorised Signatory** .....

Contact Number .....

Email address .....

Signature ..... Date .....

**CLIENT(EMPLOYER) STAMP HERE**

Incomplete, unsigned or unstamped form will not be accepted. The KwaZulu – Natal Office of the Premier reserves the right to contact any Client Company listed as a reference.