

# Petroleum Agency SA

EXPLORE SOUTH AFRICA



## DESCRIPTION:

PROVISION OF  
EVENT MANAGEMENT SOLUTIONS & SERVICES TO FACILITATE  
UPSTREAM JOINT OIL & GAS COLLOQUIUM & CAMPAIGNS.

TENDER REFERENCE NUMBER: PASA-T-2023-02

ISSUED DATE: 31 MAY 2022

NON-COMPULSORY BRIEFING SESSION: 10 JUNE 2022 AT 10:00AM

CLOSING DATE OF THE TENDER: 30 JUNE 2022 AT 12:00 PM.

TENDER VALIDITY PERIOD: 120 DAYS FROM THE CLOSING DATE

ELECTRONIC SUBMISSIONS: [tender@petroleumagencyrsa.com](mailto:tender@petroleumagencyrsa.com)

ADDRESS: PETROLEUM AGENCY SA  
7 MISPEN STREET  
BELLVILLE  
7530



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## SECTION I: INVITATION TO TENDER

Tender Name: **Provision of event management solutions & services to facilitate Upstream joint oil & gas colloquium & campaigns.**

Tender Reference: **PASA-T-2023-02**

1. Petroleum Agency SA is inviting bids from Agents/Broker/property owners for the **Provision of event management solutions & services to facilitate Upstream joint oil & gas colloquium & campaigns.**
2. The tender information is available at no cost, interested bidders can download the tender from the website [www.petroleumagencysa.com](http://www.petroleumagencysa.com) , SCNET and National Treasury e-Tender portal.
3. Prices quoted should be inclusive of all taxes, must be in South African Rand currency (ZAR), and shall remain valid for one hundred twenty (120) days from the closing date of the tender. Quotations in foreign currency shall be converted to Rand value for cost evaluation.
4. The closing date for submissions is **30 June 2022 at 12:00 pm.**
5. Non-compulsory briefing session on the 10 June 2022 10h00 via Microsoft Teams. [Click here to join the meeting](#)
6. There will be no public opening of bids. Feedback will be provided by e-mail to the respective bidders.

**SECTION II: TENDER FORM**

Dear Sir/Madam,

**RE: Provision of event management solutions & services to facilitate  
Upstream joint oil & gas colloquium & campaigns.**

**Tender: PASA-T-2023-02**

I have read the conditions of the tender and do hereby offer to tender for the **Provision of event management solutions & services to facilitate Upstream joint oil & gas colloquium & campaigns.** to Petroleum Agency South Africa (PASA) with the said terms and conditions for the total tendered contract sum of:

..... (Inclusive/ Exclusive of VAT).

In words: .....  
(Inclusive / Exclusive of VAT)

I, the undersigned have read the tender document number ..... I further represent and warrant that I am empowered and duly authorized to execute this tender on behalf of the tenderer and this offer will remain in effect for at least one hundred and twenty (120) days from the closing date of the tender.

I, the undersigned, understand that Petroleum Agency SA is not bound to accept the lowest offer nor will any expenses incurred by the tenderer in connection with preparing and submitting this tender be borne by Petroleum Agency SA.

**SIGNATURE OF THE BIDDER**

\_\_\_\_\_  
Signature(s) of Bidder or assignees(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Signing Person

\_\_\_\_\_  
Capacity

Name of Bidder (Company Name): \_\_\_\_\_

**Postal Address of the bidder:**

.....  
.....  
.....

**Full Street Address of the bidder:**

.....  
.....  
.....  
.....

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## SECTION III: INSTRUCTIONS TO BIDDERS

### 1. ELIGIBLE BIDDERS

#### 1.1 Purpose

1.1.1 The purpose of this invitation to tender is to solicit proposals from potential bidders for **Provision of event management solutions & services to facilitate Upstream joint oil & gas colloquium & campaigns.**

1.1.2 Bidders involved in fraudulent or corrupt practices as well as bidders barred by National Treasury from participating in public procurement shall not be eligible.

#### 1.2 Acceptance of Request for Proposal

The bidder's participation in the bidding process is deemed to constitute acknowledgement and acceptance by the bidder of the terms and conditions contained in this tender document.

#### 1.3 Preparation Costs

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

#### 1.4 Invitation not an offer

This tender does not constitute an offer to do business with Petroleum Agency SA but merely serves to facilitate a requirement-based decision process.

#### 1.5 Clarification of Tender Information

Prospective bidders making enquires on the tender information may notify Petroleum Agency SA by e-mail only at the e-mail address indicated in the Invitation to Tender.

#### 1.6 Language

The tender prepared by the bidder, including correspondences and documents relating to the tender by the bidder and the Agency shall be written in English language.

#### 1.7 Pricing

1.7.1 The bidder shall indicate on the price schedule the relevant unit prices and the total tender price under contract.

1.7.2 Prices quoted by the bidder should be inclusive of all taxes; in South African Rand currency and shall remain fixed during the term of the contract unless otherwise agreed by both parties.

1.7.3 Petroleum Agency SA will not be held responsible for any delay or loss of documents in transit.

1.7.4 Products or services offered should conform to Petroleum Agency SA specifications.

## 1.8 Bid Validity

- 1.8.1 Bids shall remain valid for a period of one hundred and twenty (120) days after the closing date of the tender.
- 1.8.2 Petroleum Agency SA shall reject a tender valid for a shorter period.

## 1.9 Closing Date and address for submissions

- 1.9.1 The deadline for the submission of bids is at **12:00 PM on 30 June 2022**
  - 1.9.2 Bids can either be submitted electronically to;  
[tenders@petroleumagencysa.com](mailto:tenders@petroleumagencysa.com) or alternatively, bids can be submitted to the physical address, Petroleum Agency SA, 7 Mispel Street, Bellville, 7530, Cape Town, South Africa. **Bidders submitting proposal via SCNET should copy [tenders@petroleumagencysa.com](mailto:tenders@petroleumagencysa.com)**
  - 1.9.3 Bids received after the closing date and time will not be accepted for consideration.
- ## 1.10 Supplier Due Diligence
- Petroleum Agency SA reserves the right to conduct supplier due diligence prior to final award on the contract. This may include site visits.

## 1.11 Awarding of Contract

Petroleum Agency SA will award the contract to the successful bidder subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services that has also been determined to be the most economically advantageous tender. The successful tenderer shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

## 1.12 Agency Discretion

- 1.12.1 Petroleum Agency SA reserves the right to cancel the tendering process and reject all tenders at any time, whether before or after the Tender Closing Date without attracting any liability.
- 1.12.2 Petroleum Agency SA is not bound to accept the lowest price(s) quotation.

## 1.13 Validity of Information

- 1.13.1 Petroleum Agency SA has made reasonable efforts to ensure accuracy in compiling this tender document. However, neither Petroleum Agency, nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in the tender or in respect of any additional information Petroleum Agency SA may provide to the bidder as part of the tendering process.
- 1.13.2 The Bidder is deemed to have examined this tender and any other information supplied by Petroleum Agency SA to the bidder and to have satisfied itself as to the correctness and sufficiency of such before submitting its proposal.

## 2. TAX COMPLIANCE REQUIREMENTS

### 2.1 Taxation

- 2.1.1 Bidders must ensure compliance with their tax obligations.

- 2.1.2 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.
- 2.1.3 Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za)
- 2.1.4 Bidders may also submit a printed TCS certificate together with the bid.
- 2.1.5 In bids where consortia/ joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.1.6 Where no TCS pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

## 2.2 Procurement Legislation

Petroleum Agency SA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

## 3. BRIEFING SESSION

A non-compulsory briefing session meeting will be conducted via Microsoft Teams on **Friday** the **10 June 2022 at 10h00**. [Click here to join the meeting](#)

## 4. CONTACT AND COMMUNICATION

- 4.1 A nominated official of the bidder(s) can make enquiries in writing, via email [tender@petroleumagencyssa.com](mailto:tender@petroleumagencyssa.com).
- 4.2 Any communication to an official or a person acting in an advisory capacity for Petroleum Agency SA in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- 4.3 All communication between the Bidder(s) and Petroleum Agency SA must be done in writing.
- 4.4 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by Petroleum Agency SA (other than minor clerical matters), the Bidder(s) must promptly notify Petroleum Agency SA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford Petroleum Agency SA an opportunity to consider what corrective action is necessary (if any).
- 4.5 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by Petroleum Agency SA will, if possible, be corrected and

provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

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

**5. COUNTER CONDITIONS**

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

**6. FRONTING**

- 6.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background, the Government condemn any form of fronting.
- 6.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of fourteen (14) days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies Petroleum Agency SA may have against the Bidder / contractor concerned.

## SECTION IV: GENERAL CONDITIONS OF CONTRACT

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## 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 from 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 this contractual obligation.
- 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 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 basis 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 good on own initiative in the RSA at lower prices than that of the country or 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 resolutions, 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” mean the General Conditions of Contract.
- 1.15 “Good” 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 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 procuring 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 shall apply.

2.4 Bidders are obliged to comply with the GCC and SCC where relevant to their submission.

### **3. General**

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.

### **4. Standards**

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

### **5. Use of contracts documents and information**

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 as 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 GCC.

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 contracts

- 7.3 The performance security shall be denominated in the currency of the contract, or in freely convertible currency acceptable to the purchaser and shall be in one of the following:
- (a) a bank guarantee or an irrevocable letter or credit issued by a reputable bank located in the purchaser's country or broad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be procured 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 Company or an organization acting on behalf of the Company.
- 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 payments arrangements with the testing authority concerned.
- 8.4 If the inspection, test 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 no 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 purchase 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 precipitations 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**

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.

## **11. Insurance**

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**

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 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, with the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to be 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 fulfilment 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**

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**

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**

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**

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 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 procure 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**

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

## **23. Termination for default**

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or 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 terminate.

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

When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required of 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 favorable difference shall on demand be paid forthwith by the contractor to 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 procured, or is to deliver or procure 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 or 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 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**

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 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 much 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 or 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 or 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**

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**

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 Company 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**

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

**34. Prohibition of Restrictive practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**SECTION V: SPECIFICATIONS**  
**PROVISION OF**  
**EVENT MANAGEMENT SOLUTIONS & SERVICES TO FACILITATE**  
**UPSTREAM JOINT OIL & GAS COLLOQUIUM & CAMPAIGNS.**  
**(PASA-T-2023-02)**

**1. INTRODUCTION**

South Africa's oil and gas reserves are estimated at nine (9) billion barrels of oil and 60 trillion cubic feet (tcf) of gas (11 billion barrels of oil equivalent). Although in its infancy, projections determined that, should the potential of 370 barrels per day of oil and gas, be reached, it will create approximately 130 000 jobs and uplift a GDP contribution of USD2.26 bn, while reducing the dependence of the country on oil and gas imports. During the interrogation of the oil and gas sub-sector as part of Operation Phakisa: Unlocking the economic potential of South Africa's oceans in 2014, an aspirational target of drilling 30 exploration wells within a period of 10 years was determined. Critical to the attainment of this target is the creation of an enabling legislative framework and at a technical level, the ability to conduct seismic surveys as part of the exploratory activities.

**2. PURPOSE**

The purpose of the need is to appoint a service provider for the provision of event management solutions & services to conceptualize, plan, and coordinate the Upstream Oil & Gas public consultation and colloquium. This upstream oil & gas colloquium will provide a platform to exchange new ideas and concepts related to the oil and gas industry, all with the overriding goal of maintaining and improving safe and environmentally sustainable operations which are compliant with regulations. Participants will lead discussions in sharing ideas & experiences on products and services.

**3. BACKGROUND**

Petroleum Agency South Africa (PASA) in partnership with the Department of Mineral Resources & Energy (DMRE) & Department of Forestry, Fisheries and the Environment (DFFE) plans on hosting an Upstream Oil & Gas Colloquium. The colloquium will host key stakeholders in the energy, oil, and gas & environmental sectors. It is therefore imperative that the service provider delivers the required service at the highest level of professionalism. The purpose of the Colloquium is to foster and build a better working relationship between DMRE, DFFE, PASA, and the industry as a whole. The colloquium will bring together key decision-

makers within management and executive positions to cultivate a better understanding of how industry and regulators can work together.

**The following desired outcomes are expected for the planned colloquium engagements & event media campaigns:**

- a) Creation of a platform/forum to initiate engagements with various stakeholders within the oil and gas exploration and production sector,
- b) Stakeholder Identification, Profiling, and Perception assessment
- c) Conference Facilitation & Social Facilitations
- d) Provide a basis for sharing information with respect to environmental research, socio-economic, community considerations, and industry developments and aspirations.
- e) Building consensus on the oil and gas activities going forward, particularly with respect to the seismic surveys debate around the energy balance for South Africa over the short, medium, and long-term.
- f) Clear articulation of the inherent benefits of the upstream development for onshore socio-economic beneficiation,

#### **4. SCOPE OF WORK**

PASA in partnership with the Department of Mineral Resources & Energy (DMRE) & Department of Forestry, Fisheries and the Environment (DFFE) requires the services of reputable & experienced service providers to provide events and project management solutions & services. This service provider should come up with a creative concept, development, and detailed proposal with timelines of Upstream Oil & Gas Colloquium-related events and event media campaigns. The successful service provider will demonstrate the ability to do research, content development, and effective stakeholder influence. The service provider will also demonstrate experience in successful social facilitation and crisis management experience in the oil and gas industry. They will showcase their ability to successfully mitigate and harmonize complex stakeholders in volatile and often politically charged environments. They must have a proven record of effective stakeholder risk profiling, perception management, and brand-building expertise. They must demonstrate their ability

to facilitate thought leadership debates, national conferences, and Press Conference Management.

#### **4.1 Pre-colloquium Engagements, Media, and Public consultations.**

##### **Series of smaller focused discussions:**

- Pre-colloquium Ministerial Media Briefing Sessions.
- Research, Media Monitoring, and assessment of Stakeholder perceptions and sentiments
- Stakeholder Risk Profiling, Perception Management, and brand building expertise
- Site visits and engagements with various key stakeholders and role players (communities; NGOs and others) and targeted interested and affected groups.
- Stakeholder information sessions, Education, and in terms of the broader economic policies increase understanding
- Environmental, Legal, and Social Mitigation Factors (Understanding the entire oil & gas value creation process).
- Minimum of two (2) engagements in coastal provinces with at least three (3 ) in the Eastern Cape and Western Cape. Targeted sessions for non-coastal provinces should be included.

#### **4.2 During Colloquium**

- The Actual two( 2) day conference is 14-15 July 2022.
- Media Interviews.

#### **4.3 Post Colloquium**

- Press Briefing Sessions by industry principals.
- Continued Stakeholder information session.
- Media monitoring and assessment of stakeholder perceptions and sentiments.
- Closeout report including recommendations.

#### 4.4 Upstream Joint Oil & Gas Colloquium & Plenary

A-One and a half-day are plenary on 14 – 15 July 2022, including invited speakers and experts.

**The Upstream Oil & Gas Colloquium will cover as a minimum the following aspects:**

- Overview of DMRE, DFFE & PASA Upstream Oil & Gas value chain
- Legislation, environmental, socio-economic & community considerations.
- Historical and current overview of exploration & production activities within South African waters (Focus and use PetroSA case study and data).
- Scientific research & science-based approaches.
- Climate change and potential impact on the environment focusing on international best practices and the South African Climate Change legislative framework.
- Infrastructure development (onshore and offshore) to support the oil & gas industry but ultimately RSA reflects socio-economic impacts.
- Reputational Risk mitigation & Consensus-building.

Petroleum Agency SA (PASA) in partnership with the Department of Mineral Resources & Energy (DMRE) & Department of Forestry, Fisheries and the Environment (DFFE) is expected to host approximately an in-person attendance of 200 delegates with a hybrid connection for those who want to stream the event live from their devices. The venue of the colloquium will be booked through Petroleum Agency SA (PASA) travel agent TravelWithFlair (TWF) and details will be supplied to bidders to visit the proposed event venue and present a plan of event execution in the technical presentation which should cover all the below-mentioned aspects.

The selected Bidder will have to provide requisite structures, competent manpower, and services in consultation with DMRE, DFFE & PASA.

The bidder's proposal must be inclusive (but not limited to) the following requirements:

## 4.5 Event Planning

- 4.5.1 Event schedule: Create a project plan with deadlines, and key milestones outlining seamless interaction between the two parts of the event (Pre-colloquium Engagements & Colloquium Plenary event).
- 4.5.2 Logistics: create a logistics roster covering pre to post-event activities.
- 4.5.3 Theme and Aesthetics: Provide options for the Colloquium and themes that will be incorporated in all promotions, printed materials, and onsite signage.
- 4.5.4 Budget: Manage the overall budget throughout the project. (no variations to the budget will be allowed)
- 4.5.5 Management of Invitations and RSVP: the service provider is to create efficient and An effective system that will allow the DMRE, DFFE & PASA to ascertain the possible success or failure of the event.
- 4.5.6 Security and emergency services: the service provider must ensure that the necessary security and disaster management measures are in place including a COVID 19 Management Plan.
- 4.5.7 Event Certificates: the service provider must comply with the necessary certification to host an outdoor event (In line with the Disaster Management protocols i.e., COVID 19 regulations).

## 4.6 Event Promotions

- 4.6.1 **Target Audience:** Energy, oil, and gas & environmental sectors key stakeholders, Government Representatives, Companies, professional bodies, and institutions of higher learning as well as affected and interested stakeholders.
- 4.6.2 **Promotions:** Coordinate all marketing efforts to promote the event to the required target audience via, Mass Media Platforms (TV-Radio-Billboards-Print), social media platforms, and DMRE, DFFE & PASA marketing platforms.
- 4.6.3 **Registration System:** The service provider will be required to provide a registration system that must include pre-event registration, onsite registration, and the creation of a QR code for access to the event. Providing Lanyards & Colloquium goodie bags for all attendees on arrival – hosted at the registration desk.
- 4.6.4 **Colloquium & engagement marketing materials:** DMRE, DFFE & PASA digital). The service provider will be required to produce (design, print, bind and distribute) and prepare material for distribution at the event.

## 4.7 Service Provider Responsibilities/Deliverables for the Upstream Oil & Gas Hybrid Colloquium

- 4.7.1 **Staff coordination:** Manage communications with staff involved with the event including marketing/sales/customer services staff, delegates, and speakers.
- 4.7.2 PASA will source venues to host the planned engagements & events. The venue will be easily accessible and in line with all protocols to host an event. Security, emergency services, health and safety, seating arrangements, and other requirements and outputs relevant to the overall preparation of an event of this magnitude should be taken into consideration
- 4.7.3 Responsible for tasks that include technical bookings, and arrangements with subcontractors such as hotel, audio-visual, transport, and security services.
- 4.7.4 Onsite signage: Supply all onsite signage for the event.
- 4.3.5 **Audio Visual:** Ensure that all audio-visual requirements for the pre-colloquium engagement and Upstream oil & gas plenary event are managed by the appointed service provider.
- 4.7.6 Be onsite to manage **logistics** on behalf of DMRE, DFFE & PASA. Onsite staff to ensure a well-coordinated event.
- 4.7.7 **Event staffing including Registration personnel** (registration to be conducted both digitally and manually), Ushers/Staff assisting with guests, and distribution of material.
- 4.7.8 Travel and accommodation must be excluded from the bidder's proposal.
- 4.7.9 Identify and escalate aspects of any risk associated with the event.
- 4.7.10 Set up two holding rooms for VIPs to accommodate 10 people. There must be a table, set up a holding room for VIPs to accommodate 10 people. There must be a table, chairs, and refreshments.
- 4.7.11 **Colloquium Plenary Segment**
  - a) Backdrop and Staging: Source and provide custom-designed backdrop/LED screen, staging, and furnishing (Conference & Sponsorship Exhibition).
  - b) Define Seating arrangements to comply with Covid 19 regulations under the Disaster Management Act.
  - c) Provide a stage & podium with a PA system including microphones for key stakeholders & speakers. Two big screens (100 – 120-inch projector screen).
- 4.7.12 **Sponsorship Exhibition Segment**
  - a) Liaise & consult with the DMRE, DFFE & PASA Task Team with regard to identifying the best key stakeholders, companies, professional bodies, and institutions of higher learning to become sponsors of the event.

- b) Send invitation letters to the identified sponsors/companies, and confirm attendance of speakers/panelists/specialists (Provide proof of approval to DMRE, DFFE & PASA).

## **5 COMPETENCY & EXPERTISE REQUIREMENTS**

The proposal must include the following information:

- Profile and background of the service provider.
- Comprehensive Project Plan including timelines of deliverables.
- CV's & Qualifications of Project Team.
- Demonstration of experience in the successful provision of similar services in oil & gas or similar sector in the last five to 10 years will be an added advantage.
- At least three (3) Reference Letters from previous clients.
- Proven record of effective Stakeholder Risk Profiling, Perception Management, and brand building expertise.

## SECTION VI: TENDER EVALUATION PROCESS

### 1. PHASE 1

#### Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to PASA tender document.

Required Documents	Non-submission may result in disqualification	
SBD1- Invitation to Bid	<b>Yes</b>	Needs to be completed and signed
SBD4 - Declaration of Interest	<b>Yes</b>	Needs to be completed and signed
SBD6.1 Preference Claim Form and Certified copy of B-BBEE Certificate or Affidavit	<b>No</b>	Non-submission will lead to zero (0) score on B-BBEE contribution
Central Supplier Database (CSD) Registration Summary. (Vendors with no local presence must complete the vendor questionnaire)	<b>No</b>	The service provider must be registered on the CSD. If not registered visit <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a> to complete the process prior to submission of proposal.
Valid Tax Compliance Status (TCS) Pin or Printed TCS report	<b>No</b>	PASA will not award any bid to a bidder who is not tax compliant.
Pricing Proposal	<b>Yes</b>	Submit a full detailed price proposal

***The Agency reserves the right to reject any bid applications found to be incomplete or illegible.***

2. **PHASE 2**

**Mandatory Evaluation Criteria**

No.	Mandatory	Comply	No Comply
2.1	Demonstrated ability to do research, content development, and effective stakeholder influence.		

**NOTE:** Bidder(s) who fails to meet the above mandatory requirements will be eliminated and not be evaluated further on Technical/Functionality evaluation.

3. **PHASE 3**

**Technical evaluation criteria**

Bidders will be evaluated according to the below technical evaluation criteria. A minimum score of **75%** will qualify the bidder for the next round.

<b>Minimum Technical/Functionality Threshold 75%</b>			
Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.1 Company Experience in similar services (Social Facilitation, Colloquium/Event Management)</b>			
The company must have delivered a minimum of three (3) projects where similar services have been rendered.  <b>The reference letter signed by the client must be on the client's letterhead and include the company name, contact person, and contact details (telephone number) and it should indicate when the service was done.</b>		<b>Reference Letters</b>	<b>15%</b>
8 and more projects completed	<b>5</b>		
7 projects completed	<b>4</b>		
6 Projects completed	<b>3</b>		
5 Projects completed	<b>2</b>		
4 Projects completed	<b>1</b>		
<3 Projects completed	<b>0</b>		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.2 Company Experience in providing similar services in the oil &amp; gas or similar sector in the last five (5) to ten (10) years.</b>			
<p>The company must have delivered similar services in the oil &amp; gas or similar sector in the last five (5) to ten (10) years</p> <p><b>The reference letter signed by the client must be on the client's letterhead and include the company name, contact person, and contact details (telephone number) and it should indicate when the service was done.</b></p>		<b>Reference Letters</b>	<b>10%</b>
5 and more projects completed	<b>5</b>		
4 projects completed	<b>4</b>		
3 Projects completed	<b>3</b>		
2 Projects completed	<b>2</b>		
1 Projects completed	<b>1</b>		
No Project completed	<b>0</b>		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.3 Experience of the key personnel: Project Manager</b>			
<p>The Project manager assigned to the project must have experience in implementing similar projects.</p> <p><b>Provide a C.V. of the project manager detailing experience in similar projects.</b></p>		<b>Project Manager's CV</b>	<b>20%</b>
10 and more years of experience in similar projects	<b>5</b>		
> 8 but < 10 year's experience in similar projects	<b>4</b>		
8 year's experience in similar projects	<b>3</b>		
> 5 but < 8 year's experience in similar projects	<b>2</b>		

5 year's experience in similar projects	1		
< 5 year's experience in similar projects	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.4 Experience of the proposed resources</b>			
<p>All resources/staff that will be deployed to PASA for the project must have experience in their area of expertise.</p> <p><b>Provide a C.V. for each of the personnel that will be part of the team, clearly indicating their roles and responsibilities.</b></p>		<p><b>CVs of the Proposed team clearly listing the name of clients and work done</b></p>	<p><b>15%</b></p>
8 and more years of combined average experience in similar projects.	5		
> 5 but < 8 years combined average experience in similar projects.	4		
5 years combined average experience in similar projects.	3		
> 3 but < 5 years combined average experience in similar projects.	2		
3 years combined average experience in similar projects.	1		
< 3 years' combined average experience in similar projects.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.5 Approached and Methodology</b>			
The company's comprehensive proposal and methodology for executing this assignment. (work plan indicating deliverables dates/ milestones)			<b>20%</b>
The approach or <b>methodology is comprehensive</b> , important issues are covered innovatively and efficiently, indicating that the respondent has outstanding knowledge of the latest approaches.	<b>5</b>	<b>Approached and Methodology</b>	
The approach or methodology is <b>adequate to deal with the critical characteristics</b> of the project.	<b>4</b>		
The approach or methodology is <b>adequate and tailored</b> to address the objective or requirements.	<b>3</b>		
The approach or methodology <b>is generic and not tailored</b> to address the objective or requirements	<b>2</b>		
The approach or methodology <b>is poor and unlikely</b> to satisfy the objective or requirements	<b>1</b>		
No methodology submitted	<b>0</b>		

Technical Information	Scoring	Proof of documents	Weighting Percentage
<b>3.5 Presentation</b>			
<p>The bidder must demonstrate a thorough understanding of the objectives and scope of work for this assignment including displaying the relevant competencies and experience by preparing and providing an oral presentation for PASA. At a minimum, the presentation must cover the following aspects:</p> <ul style="list-style-type: none"> <li>• Company experience</li> <li>• Proposed teams (Organogram) and key competencies</li> <li>• Methodology</li> <li>• Demonstrate ability to successfully mitigate and harmonize complex stakeholders in volatile and often politically charged environments.</li> <li>• Demonstrate ability to facilitate thought leadership debates, national conferences, and Press Conference Management.</li> </ul>	<b>Presentation</b>	<b>20%</b>	
<p><b>Comprehensive presentation</b> addressing <b>all the critical aspects</b> of the scope of work;</p>			<b>5</b>
<p><b>Comprehensive presentation</b> addressing <b>some of the critical aspects</b> of the scope of work;</p>			<b>4</b>
<p><b>Average presentation</b> addressing some of the aspects of the scope of work;</p>			<b>3</b>
<p><b>Less comprehensive presentation</b> addressing some aspects of the scope of work;</p>			<b>2</b>
<p><b>Generic presentation</b> not addressing aspects of the scope of work;</p>			<b>1</b>
<p>No presentation provided</p>			<b>0</b>

**Note:** Bidders who score 65 or more out of 80 in the technical requirements, will be shortlisted for presentation.

All bids that fail to achieve the minimum overall qualifying score of **75%** on functional/technical requirements, including the presentation, will not be considered for further Price and BEE evaluation.

#### 4 PHASE 4

##### 3.1 Price and BBEE evaluation

Bidders who met or exceeded the minimum threshold of 80% threshold will be evaluated further on Price and BEEE, utilising the 80/20 principle as per Preferential Procurement Policy Framework Act,2000 (Act 5 of 2000).

The following formula based on the 80/20 principle will be used to calculate points for price and BBEE.

Adjudication Criteria	Maximum points
Bid price	80
B-BBEE Status level of contributor	20
<b>Total points</b>	<b>100</b>

The following formula based on the 80/20 principle will be used to calculate points for price in respect of bidders with a Rand value below R50 000 000.00:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

Ps= Points scored for comparative price of bid under consideration

Pt= Comparative price for bid under consideration

Pmin=Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment contributor. The points may be awarded as follow:

B-BBEE Status Level Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- The points scored will be rounded off to the nearest two decimals.
- In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder with the highest number of preference points for B-BBEE.
- When functionality is part of the process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest points for functionality.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- Contract may, on reasonable and justifiable grounds be awarded to a bid that did not score the highest number of points.

## **5.2 Joint Ventures, Consortiums and Trusts**

- 5.2.1 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.2.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.2.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements.
- 5.2.4 Petroleum Agency SA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 5.2.5 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **6. Sub-contracting**

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

The following is an extract from the PPPFA Act:

11(8) "A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract."

11(9) "A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract."

## **SECTION VII: SPECIAL CONDITIONS TO CONTRACT**

### **1. SPECIAL CONDITIONS OF THIS BID**

**Petroleum Agency SA** reserves the right:

- 1.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 1.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 1.3. To accept part of a tender rather than the whole tender.
- 1.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 1.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 1.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 1.7. Award to multiple bidders based either on size or geographic considerations.

### **2. PETROLEUM AGENCY SA REQUIRES BIDDER(S) TO DECLARE**

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

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

### **3. CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

3.1. Petroleum Agency SA reserves its right to disqualify any bidder who either itself or any of its members, directors or members of senior management etc.

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

### **4. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

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

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

### **5. INDEMNITY**

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

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

## **6. PRECEDENCE**

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

## **7. LIMITATION OF LIABILITY**

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

## **8. TAX COMPLIANCE**

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

## **9. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

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

## **10. GOVERNING LAW**

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

## **11. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

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

## **12. CONFIDENTIALITY**

- 12.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with Petroleum Agency SA's examination and evaluation of a Tender.
- 12.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender.
- 12.3 This bid and any other documents supplied by Petroleum Agency SA remain proprietary to Petroleum Agency SA and must be promptly returned to Petroleum Agency SA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.
- 12.4 Throughout this bid process and thereafter, bidder(s) must secure Petroleum Agency SA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process, which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

## **13. PETROLEUM AGENCY SA PROPRIETARY INFORMATION**

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

## **14. AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid (PASA-T-2023-02), the Petroleum Agency SA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.