



INDEPENDENT DEVELOPMENT TRUST
EXPRESSION OF INTEREST TO SECURE
SPONSORSHIP- ORGANISE AND MANAGE IDT
GOLF DAY ON 24 – 25 OCTOBER 2024

EXPRESSION OF INTEREST NO:
IDTGOLFDAYOCT2024

CLOSING DATE: 28 JUNE 2024, 12H00PM

PREPARED BY:

INDEPENDENT DEVELOPMENT TRUST (IDT)

IDT Head Office
Glenwood Office Park
Block B
Cnr Oberon & Sprite Streets
Faerie Glen, Pretoria

BIDDER'S DETAILS	INFORMATION
Company Name	
Contact number	
Email address	
CSD number	
Company Physical address	

1. BACKGROUND

1.1. IDT as an Entity

The Independent Development Trust (*hereinafter referred to as IDT*) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organisation is accountable to Parliament through the Minister of Public Works and Infrastructure who is the Executive Authority.

The mandate of the IDT is to support and add value to the developmental agenda of government as indicated in the mission statement; “The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government”. In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

2. PURPOSE OF THE EXPRESSION OF INTEREST

The IDT seek to appoint a reputable and experienced service provider with experience in Organising golf tournaments and mobilising sponsorships for the IDT Golf day. The IDT will enter into a Service Level Agreement with the successful service provider in terms of agreements on the payment of services and management fee charged by the service provider.

The IDT require to organise the IDT Golf Day on a zero budget, the service provider should be able to mobilise and secure sponsors for the tournament working in close relations with the IDT team. Various packages should be agreed upon for the sponsorship. The IDT team will be able to also suggest other potential sponsors. The IDT aims to collaborate with a company that can run the Golf day purely from sponsorships and share the proceeds/income on an agreed profit sharing options.

The primary objective of this document is to outline the responsibilities, roles and expectations for organising and managing a Golf day event on behalf of IDT. The income from the Golf Day will be shared as referred to below under budget, between the two organisations. IDT Golf Day event, followed by a Prize Giving Gala dinner on the same evening at the end of October 2024, the suggested date is 24 – 25 October 2024.

The IDT Golf day will take place over two days, with the following happening, cocktail dinner on the first day to welcome our stakeholders. We anticipate that various Ministers, Deputy Ministers, Premiers, MECs, Mayors, Councilors, Directors-General, Host Board

of Trustees, EXCO and Captains of Industry in the construction and Infrastructure will attend the event. This will provide service providers with opportunities to interact with decision makers in State Owned entities and government at large. The Minister of Public Works and Infrastructure is expected to open the IDT Golf day with tee off in the morning. The IDT envisage the Golf Day to become a yearly event in the calendar of the IDT, and this will become part of our stakeholder engagement with various stakeholders.

3. IDT GOLF DAY OBJECTIVES

3.1 Network Hub

Create a dynamic environment for stakeholders to engage in meaningful discussions, share insights and establish valuable connections within the infrastructure sector.

- **Business Linkages**

Facilitate strategic business linkages that can lead to partnership, collaborations and new opportunities for the IDT within the infrastructure industry.

- **Opportunity Accumulation**

Provide a platform for the IDT, Sponsors and Business to showcase their capabilities, projects and objectives, attracting potential collaborators, investors and partners.

3.2. Cocktail dinner and Gala Dinner

The service provider will organise a welcoming cocktail dinner on the first evening. The Golf day and Gala dinner present a unique and valuable opportunity to establish a platform for key players in the infrastructure industry to connect with potential leaders. This event aims to foster critical networking facilitate business linkage and create avenues for new business opportunities. Recognising the significance of stakeholder engagement, this initiative is designed to strengthen relationships, promote effective communication channels and contribute to the overall success of the Independent Development Trust (IDT).

The Gala Dinner serves as the culmination of the day's strategic stakeholder engagements on the golf course. It provides a formal setting where participants can further solidify relationships, celebrate partnerships and discuss potential business ventures. The Gala Dinner also serves as a celebration by the IDT of remarkable achievements in the industry in the last 30 years.

At the dinner, the IDT plans to have a prize giving for all the golf players. The last element of the Gala dinner is the auction of a signed Golf T-Shirt by all players on a frame whereby all guests will be expected to participate. The IDT event team will procure a giant Golf

shirt which should be signed by the executive management including Board members prior to the event. The giant Golf shirt will be auctioned off to the highest bidder during the gala dinner.

3.3 IDT Golf Day Theme

The term Executive Link “underscores the high level connections being forged during the Golf Day, now coming together to celebrate achievements and strengthen collaborative efforts in a refined and celebratory atmosphere”.

3.4 Ethical Consideration

The obligations and responsibilities for each part are outlined in Service Level Agreement (SLA), as well as dispute resolution processes. Ethical issues such as conflict of interest, corruption, confidentiality and copyright, are covered in the Services Level Agreements that the IDT may choose to use.

4. SCOPE OVERVIEW

The date for the IDT Golf day is suggested as per the below table.

DATES	SUGGESTED VENUE	CONFIRMATION
24 – 25 October 2024	Euphoria Golf Estate Zebula Golf Estate Elements Golf Estate Kroko Creek Estate	

The total number of attendances is as per the below table. The Board of Trustees, EXCO members and Regional General Managers will be afforded an opportunity to invite four (4) stakeholders.

ITEMS	NUMBERS	COMFIRMATION
Golfers	150	
Gala Dinner	300	
Cocktail	300	

The following are the deliverables for the successful service provider: -

- Arrange Pre-event in consultation with IDT organising committee.

- Organise IDT Golf Day
- Secure and Declare all sponsorships obtained
- Ensure compliance with all relevant regulations and guidelines
- Working out the event budget and logistics for the IDT Golf day
- Together with IDT team manage an effective marketing campaign and promotion to potential Sponsors
- Sign a Service Level Agreement with the IDT
- Draft invitations and manage RSVPs
- Managing registration and developing an attendance register
- Propose prizes for the winners in different player category
- Sign confidentiality clause between IDT and service provider
- Mobilise and secure Sponsors
- Secure the suggested Golf Course to be used for the tournament
- Sources Winners' prices
- Secure the Golf Course solely for the IDT on the anticipated date
- Weekly face-to-face meeting and virtual meetings with the IDT team on the progress
- Submit a Project Plan or Event management checklist with milestones
- Provide proof of experiencing Organising similar events.
- Cocktail and Gala dinner
- Golf Game book/manual scorecard
- Multimedia projection i.e. Scoreboard (Gamebook), videography and photography
- A 60/40 split from the remaining proceeds (After procurement of all goods and services)

The service provide will be expected to procure the following services: -

ITEMS	SPECIFICATIONS	QUANTITIES
1. Golf Course, cuddies/spotters and Green Fees	18 Hole	1
2. Golf carts		45
3. IDT and Main Sponsor branded Golf T-shirt (Personalised for Main Sponsor, Organising Team and Host Officials)		300

4. Branded Caps (Personalised for Main Sponsor, Organising Team and Host Officials)		300
5. A framed One T-shirt signed by all players to be auctioned during gala dinner/ signed by Ministers, CEO and EXCO and Board		2
6. Auction IDT previous project pictures (Framed)		3
7. Winner's awards (1 – 10)		10
8. Players awards (Goodie bag)		200
9. Welcome Cocktail dinner (Friday)		150
10. Gala dinner (Saturday)		300
11. Programme Director		2 (Male and Female)
12. Sound and DJ		1
13. Lunch (pre-packed including healthy snacks)		300
14. Bar services (Bar Limit)		TBC
15. Branded bags		200
16. Accommodation for the Local Organising team		13
17. Golf clinics in near schools (Donation of School Uniforms, Shoes and Dignity as part of Corporate Social Responsibility (Approach a professional		TBC

golfer in Limpopo to run the clinic)		
18. Golf balls/sleeves (Branded)		200
19. 2 Piece Arm Sleeves		200
20. Photography and Videography Services (Booth and 360 spin photo booth)		1
21. Procure IDT Branding materials for the Golf Day by the bidder		TBC
22. Media bulk buying (Negotiate for Media Sponsors)		TBC
23. Branded Water Bottles and Soft Drinks during playing		300
24. IDT and Main Sponsor Branded Umbrellas		300

5. SPONSORSHIP OPPORTUNITIES

The IDT will issue an endorsement letter signed by the Chief Executive Officer to the successful bidder. The following are the suggested sponsorship opportunities that are available, sponsors who also wants to sponsor holes are welcome to engage with the organiser.

Sponsorship packages for the IDT Golf Day are as follows:

5.1. Platinum Sponsorship (Main Sponsor)

Package includes:

Deliver a 15-minute address during Cocktails and Gala Dinner

- To Tee off with the Minister of Public Works and Infrastructure and other Ministers
- Display of company pull up banners at selected areas (Golf Course Hole Number 1 Cocktail and Gala Free Dinner Table (10 seater)
- Gift bag participation

- Podium branding during gala dinner
- Recognition at Gala Dinner
- Company logo in the programme and screens
- Access to the media lounge for interviews
- Opportunity accompany IDT leaderships to nearby school to donate school uniforms and shoes and shoes as part of Corporate Social Responsibility
- Opportunity to supply company branded materials.
- Company mentioned in a media statement
- Social media publicity

5.2. Gold sponsorship

Package includes:

- Corporate Branding outside the gala dinner venue
- Free Dinner Table (10seater)
- Recognition during Cocktail and Gala Dinner
- Company logo in the programme
- Opportunity to brand Hole 10
- Gift Bag participation
- Access to media lounge
- Social media publicity

5.3 Silver sponsorship

Package includes:

- Opportunity to supply company branded material
- Opportunity to brand Hole 15
- One banner at Cocktail and Gala dinner
- Company logo in the programme
- Free Dinner Table (10 seater)
- Recognition as part of sponsors
- Gift bag participation
- Social media publicity

5.4. Bronze sponsorship

Package includes:

- Opportunity to supply company branded material.

- Company logo in the programme
- Recognition as part of sponsors
- 5 seats at the gala dinner
- Gift bag participation
- Social media publicity

5.5. Individual Sponsors

OPTIONS	DESCRIPTION	MILEAGE/ BENEFITS	COST
1. Dinner Table/ Chairs	Purchase a table/chairs for the exclusive Swing to Success Dinner	<ul style="list-style-type: none"> • Priority seating for a designated number of company representatives. • Company logo and acknowledgment during the luncheon. • Opportunity to address the audience or distribute promotional materials. 	
2. 4-Ball 2-day package	Secure a 4-ball package for both tournament days	<ul style="list-style-type: none"> • Entry for a team of four players for both days of the golf tournament. • Branding opportunities on the course during the tournament. • Recognition in event communications and on social media. 	
3. Hole Sponsorship	Sponsor a hole on the golf course	<ul style="list-style-type: none"> • Prominent signage at a designated golf hole. • Recognition in the event program, on event signage, and 	

		during prize ceremonies. • Opportunity to provide branded merchandise or engage with players.	
4. Cocktail Attendance	Sponsor a table/chairs at the Welcome Cocktail dinner	• Priority seating for a designated number of company representatives. • Company logo and acknowledgment during the dinner. • Opportunity to address the audience or distribute promotional materials	

6. MEDIA SPONSORSHIP

The service provider might be required to do a media bulk buying so that we have Outside Broadcasting (OB) in the event, optionally the service provider can negotiate media sponsors with SABC radio, regional media houses and Local media houses. A maximum of 5 people per media house can attend and take part in the golf day, cocktail and gala dinner.

7. EXPRESSION OF INTEREST

Interested events management companies are invited to submit proposals on how they plan to offer the required services and to secure sponsorship. In the proposal, list the targeted companies and proposed stakeholders.

8. MINIMUM REQUIREMENTS

IDT invites proposals from interested and suitably qualified events management agencies with experience in events management, brand and marketing management, electronic and social media strategy, implementation and management. Preference will be given to the company providing a broad range of services.

The following minimum requirements are crucial for the above scope of service.

- A qualification in public relations, communications or hospitality
- Communication and marketing skills
- Project management experience
- Good leadership skills
- Highly Organised
- Multi tasker
- Good time management
- Ability to manage online RSVP (Online registration)
- Expert interpersonal skills
- Risk management experience
- 5 examples of work done previously similar to the scope of work elements should be part of the submission. Reference letters should not be 4 years old.
- Tax Compliance Status
- Registered on the Central Supplier Database (CSD)MAAA.....

8.1 Special conditions

The Golf day will be arranged and run on sponsorships. The IDT and the appointed supplier will negotiate the commission split.

8.2 Confidentiality

These EOI request by IDT contains proprietary and confidentiality information that is provided to you (interested Service Provider) for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the EOI, please destroy any copies of the document and confirm your non participation either in writing or by e mail. This document should not be disclosed or distributed to any third party.

9. ADMINISTRATIVE FUNCTION

The service provider will be required to attend status meetings/progress update meetings in order to report on work done.

Possess the necessary skills and resources to be able to provide the service required.

IDT Communication Team: Responsible for promoting the event, managing social

media, mainstream media and handling communication.

9.1 Timelines

- Timeous reports of milestones and challenges will be crucial for the success of the event.
- Weekly meetings between IDT and the events management (potential supplier) to get progress report.
- Two months prior to the event, meetings will be held twice per week to ensure prompt reporting and resolution of challenges.

9.2 Reporting

- The Event Coordinator will provide regular updates to the Organising committee via the Senior Manager: Corporate Communications and Stakeholder Management.
- A post-event report will be prepared to evaluate the event's success and identify areas for improvement.

9.3 Budget

- IDT requests the events management company to run the Golf Day on sponsorships (Zero budget)
- 60% (Service provider) (IDT) 40% events company split of proceeds.

9.4. Communication Plan

- IDT, regular communication will be maintained among the organizing committee members.
- Events Management - Participants, sponsors, and volunteers will be kept informed about event details and updates.

9.5 Review

- This document will be reviewed and updated as needed to ensure alignment with event objectives and requirements. Both parties must agree before the updated document is approved.
- This Terms of Reference document provides a framework for managing a successful Golf Day event for IDT in 24 – 25 October 2024.

10. STANDARD CONDITIONS:

- a) Only service providers who meets all the set criteria for the Expression of Interest will be evaluated.
- b) Expression of Interest submissions received after the closing date and time

will not be accepted or considered.

- c) No faxed or e-mailed RFP submissions will be accepted or considered.
- d) Service Providers are required to submit two (2) Original documents in a hardcopy in a sealed envelope and one (1) soft copy in a memory stick.

11. SUBMISSION

12. GOVERNANCE AND ACCOUNTABILITY

Proposals can be sent with the reference: IDTGOLFDAYOCT2024

Date: 28 June 2024

Time: 12:00pm

Submission Venue: Head Office, Glenwood Office Park, Block B, Cnr Oberon and Sprite Streets, Faerie Glen, Pretoria East

The IDT's Supply Chain Management Policy and Procedures will apply during the bidding process. The successful provider(s) will be held to the strictest letter of the law when complying with the governing body for the respective professional bodies. As a matter of principle for the successful outcome of the project/s, impeccable and scrupulous professional conduct will be expected at all times.

13. STAGE ONE (1) EVALUATION CRITERIA: MANDATORY REQUIREMENTS (PART 1)

Failure to submit one of the mandatory requirements listed below shall result in the Expression of Interest being non-responsive and shall be disqualified:

- (i) Detailed full CIPC certificate or other authentic proof of company ownership documents.
- (ii) Certified ID Copies of Directors (certification not older three (3) months from bid closing date)
- (iii) Submit CVs of team that will work on the IDT Golf Day to ascertain their experience in handling similar type of events.
- (iv) Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number)
- (v) Valid tax certificate with tax compliance PIN

- (vi) Valid compensation for Occupational Injuries and Diseases Act Certificate (COIDA)
- (vii) Recent/Latest three year signed Annual Financial Statements (AFS).
- (viii) Notarised Joint Venture Agreement (where applicable),
- (ix) Fully completed and signed Standard Bidding Documents as contained in the biddocument (SBD 1; SBD 4; SBD 6.1)
- (x) Signed authority to sign on behalf of the bidding entity (i.e. Signed by the companydirector)

Note: Failure to comply with any of the above-mentioned requirements shall render the Expression of Interest non-responsive and shall result in automatic disqualification of the bid response.

14. STAGE ONE (1) EVALUATION CRITERIA: SPECIAL AND PRE-QUALIFICATION CRITERIA (PART B)

a. Qualifications of the professional team

Bidders are required to submit the following information in order to qualify for functionality/Technical Evaluation:

CV and Certified qualifications for professional team as listed below:

- i. Project Leader
- ii. Organising Team (No limit in terms of numbers)

a. The IDT shall not be liable to reimburse any costs incurred by the bidder during this biddingprocess.

b. Any clarification regarding SCM may be directed to Mr. Nkululeko Ntaka on email: nkululekon@idt.org.za . Any technical matters maybe directed to Mr. Phasha Makgolane on email: makgolanep@idt.org.za .

c. NB: Request for clarification must be directed to the dedicated email five (5) working days before the closing date & time, as stated in the cover page.

d. Communication between the IDT and the bidder/s shall be in writing and shall be

in English language. The IDT shall not take any responsibility for non-receipt of communications from or by a bidder/s.

- e. Evaluation of this bid shall be carried out by the IDT's Bid Evaluation Committee (BEC). The Evaluator(s) shall, if necessary, contact bidders to seek clarification of any aspect of the bid.
- f. Bidders are prohibited to make any alterations or additions to this bid document, except to comply with instructions issued by the IDT. All signatories to the bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.
- g. Only black ink will be accepted.

15. STAGE TWO (2) EVALUATION CRITERIA FUNCTIONALITY/ TECHNICAL EVALUATION CRITERIA

Only bidders who met all requirements set under stage 1 will be evaluated further on stage 2 as follows:

15.1 Evaluation Criteria

The bids will be evaluated on functionality. Service Providers must score a minimum threshold of 70% on functionality to qualify for further evaluation for price and specific goals for the Expression of Interest.

Functionality Criteria

NO	POSSIBLE MAXIMUM SCORE	POSSIBLE MAXIMUM SCORE
1	Relevant experience on organising similar Golf Events by the Service Provider and portfolio of evidence	35
2	A maximum of Five (5) valid and recent Reference letters from previous clients who the service provider worked on Golf Events	10
3	Qualifications and Experience of the team going to work on the IDT Golf Day Event	35
4	Project Plan and delivery model	20
TOTAL		100

Criteria 1: Relevant experience on similar Golf Events by the Service Provider (35 points):

Points are allocated for the bidding entity's experience in managing Golf days completed (not currently running) in the past 10 years. The experience refers to Golf days managed by the bidding entity which are largely comprised of securing sponsorships, Organising a golf tournament, cocktail dinners, Gala dinners, general event management and managing RSVP electronically. Letters must be signed and be in the Client's letter head with traceable contact details for verification and due diligent exercise.

Criteria 2: Five (5) Recent Reference letters from previous clients who worked on Golf Events (10 points):

Points allocated for successful hosting of similar golf day tournaments. A maximum of five (5) Client Reference letters shall be submitted for scoring. Bidders must complete client reference templates contained in this bid document in order to be considered. The bidder must obtain client reference of hosting similar golf tournament events as listed under criteria 1 above.

Criteria 3: Qualifications and Experience of the team going to be allocated to IDT Golf Day Event (35 points):

Points are allocated for qualifications and experience of allocated key personnel for the bid under consideration. For each key personnel allocated to the event, the bidder shall submit the following: Curriculum Vitae together with certified proof of qualifications (degree or diploma)

Criteria 4: Project Plan and delivery model (20 points):

The bidder must submit detailed project plan and delivery model which will be deployed in the following areas:

- A project plan and Event Management checklist
- Detailed programme implementation plan for the golf day
- Deployment of human resources for the golf day
- Role of stakeholder management
- Reporting methodology
- Communication strategy including marketing and advertising
- Meetings schedule with IDT organising committee
- Detailed briefing for Board of Trustees and EXCO in writing

16. STAGE 3 – PRICE AND SPECIFIC GOALS EVALUATION

- (i) Bidders are required to submit a sponsorship proposal on fee structure of 60%/40% as indicated in the Express of Interest, and costed for all the items that needs to be procured for a successful hosting of IDT Golf Day event
- (ii) IDT may apply 80/20 price and specific goals evaluation on shortlisted bidders depending on SCM IDT Policy and PFMA regulations.
- (iii) Bidders are required to charge a percentage fee as management fee based on proposed sponsorship the service provider is able to secure.
- (iv) IDT reserves the rights to enter in to price/ fee negotiations.
- (v) IDT will consider specific goals score as set out in the IDT SCM policy when evaluating price for bidders who met the 70% functionality threshold.
- (vi) IDT reserves the right to invites shortlisted bidders for presentation which will be communicated in writing before finalisation of the Expression of Interest.

17. GENERAL CONDITIONS

- (i) The Expression of Interest shall have a validity period of 90 calendar days from bid closing date.
- (ii) No late, bids, copies, e-mailed or faxed documents will be considered.
- (iii) All bidders will be required to attend a compulsory briefing on **21 June 2024, at IDT Head Office, Glenwood Office Park, Cnr Oberon and Sprite Streets, Faerie Glen.**
- (iv) Bids must be submitted by no later than **12h00 pm on Friday, 28 June 2024 according to the clock on the wall of the IDT office.** Any bid documents received after closing date and time will not be considered.

18. DISCLAIMER

- i) IDT reserves the right to cancel or withdraw this Expression of Interest without prior notice and without furnishing any reasons whatsoever.
- ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to preparation of this expression of interest.

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

(To be completed by bidder)

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

.....

WHO REPRESENTS (state name of bidder)

.....

**I 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:

**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.

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. The bidder must initial each and every page of the document.

12. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

7.(1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.

7.(2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-

- (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
- (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

.....
SIGNATURE OF BIDDER OR DULY
AUTHORISED REPRESENTATIVE

.....
NAME IN BLOCK LETTERS

ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....
POSTAL ADDRESS

.....
TELEPHONE NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))					
BID NUMBER:	IDTGOLFDAYOCT2024	DATE: 28 JUNE 2024	CLOSING TIME:	12:00pm	
DESCRIPTION	EXPRESSION OF INTEREST TO SERVICE PROVIDERS TO SUBMIT PROPOSAL TO ORGANISE AND MANAGE IDT GOLF DAY THROUGH SECURING OF SPONSORSHIP				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
INDEPENDENT DEVELOPMENT TRUST					
GLENNWOOD OFFICE PARK, BLOCK B					
CNR OBERON AND SPRITE STREETS					
FAERIE GLEN, PRETORIA EAST					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nkululeko Ntaka		CONTACT PERSON	Phasha Makgolane	
TELEPHONE NUMBER	012 845 2086/ 082 959 9711		TELEPHONE NUMBER	012 845 2116/ 072 231 1564	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	NkululekoN@idt.org.za		E-MAIL ADDRESS	phasham@idt.org.za	
SUPPLIER INFORMATION					
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:		O R	CENTRAL SUPPLIER DATABASE No:	MAAA
SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black	2	4
Total points for Price and SPECIFIC GOALS	100	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SBD 4

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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:

.....
.....

¹ 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 consortium² 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 bid der

² 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.

Returnable Documents

List of returnable documents are for ensuring that everything the employer requires a bidder to submit with this expression of interest is included in, or returned with the submission. Tick below if returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
1	CIPC Registration documents	
2	Proof of company physical address	
3	Proof of CSD registration	
4	Supporting documents for Preferential Goal Points	
5	Valid VAT Certificate if VAT registered	
6	Tax Clearance Certificate with PIN	
7	Joint Venture Agreement Between Parties (If Applicable)	
8	Bank Account Confirmation Letter	
9	Certified copies Identity Documents of Directors	
10	Copy of a Valid Letter of Good standing with Compensation For Occupational and Injuries Diseases Act (COIDA) Registration Certificate (Provide first aiders)	
11	SBD Forms (SBD 1; 4; 6.1)	
12	Certificate of Authority for Signatory	
13	Project Experience	
14	Letters of Appointment for managing and organising Golf Tournaments	
15	A Maximum of five (5) Client References Letters	
16	Key Personnel CV'S;	
17	Recent three (3) years approved/audited Annual Financial Statements	