

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	TEDA BID: 06-04-25	CLOSING DATE	24 April 2025	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) AND EVENT MANAGEMENT COMPANY TO ASSIST IN CONCEPTUALISING, PLANNING, ORGANISING AND OVERALL EVENT MANAGEMENT OF THE URBAN 20 MAYORAL ASSEMBLY 2025 AND ASSOCIATED PREPARATORY EVENTS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX					
SITUATED AT (STREET ADDRESS)					
Bid Validity 90 days					
TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)					
GROUND FLOOR					
LAKE VIEW BUILDING					
1277 MIKE CRAWFORD ROAD					
CENTURION MALL					
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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	N/A	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	TEDA		CONTACT PERSON	Tebogo Mphephu	
CONTACT PERSON	Mokgadi Mapokane		TELEPHONE NUMBER	012 358 6543	
TELEPHONE NUMBER	012-358 6539		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS	tebogomp@tshwane.gov.za	
E-MAIL ADDRESS	mokgadima@tshwane.gov.za				
A compulsory briefing session will take place on 14 th April 2025, at 10:00 AM at the following location: 1277 Mike Crawford Avenue, Centurion, Lakeview Building, Gate 10 entrance to the Centurion Lake Mall.					

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 ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. 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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

TERMS OF REFERENCE: APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) AND EVENT MANAGEMENT COMPANY TO ASSIST IN CONCEPTUALISING, PLANNING, ORGANISING AND OVERALL EVENT MANAGEMENT OF THE URBAN 20 MAYORAL ASSEMBLY 2025 AND ASSOCIATED PREPARATORY EVENTS.

1. PURPOSE

- 1.1 The purpose of this Terms of Reference (ToR) is to request potential professional conference organisers/ event management companies (service providers) with extensive experience in conceptualising, planning, organising, and managing large international conferences, summits, and exhibitions, to submit comprehensive proposals in relation to the conceptualisation, planning, organising and overall event management of the Urban 20 Mayoral Assembly 2025 and associated preparatory events.

2. BACKGROUND

- 2.1 The city of Tshwane submitted a formal response to the call for the expression of interest to become the U20 chair of 2025 and to host the 2025 U20 Mayoral Summit. The results of the call for the expression of interest were announced at Rio de Janeiro during the U20 Mayoral Summit 2024 in which the City of Tshwane and City of Joburg were announced as the Co- Chairing and Co-Hosting of the 2025 U20 Cycle.
- 2.2 TEDA has been assigned the responsibility of among others, support the city of Tshwane by becoming the implementing agent for the overall implementation of the 2025 U20 programme of the city of Tshwane.
- 2.3 It is against this background that TEDA request potential professional conference organizers/ event management companies (service providers) with extensive experience in conceptualizing, planning, organizing, and managing large international conferences, summits, and exhibitions, to submit comprehensive proposals in relation to the conceptualization, planning, organizing and overall event management of the Urban 20 Mayoral Summit 2025 and associated preparatory events.
- 2.4 Urban 20 is a diplomatic city-led initiative, for and by cities, to enable constructive exchanges between cities from G20 countries and the G20 as they meet annually to drive progress on the world's biggest issues and opportunities. The U20 brings together a group of participating cities. These cities are important economic or population hubs, made up of major C40 and/or United Cities and Local Governments (UCLG) member cities from G20 countries.

During the process, each Participating City is represented by its Mayor and a 'City Sherpa'. The U20 also invites G20 and non-G20 capital cities and intermediary cities as Observer Cities represented by their Mayors and works with other organizations as U20 partners.

The U20 governance structure is organized by:

- **Cities:** U20 is an initiative created and led by cities to bring the urban voice to the G20. 'Participating Cities' shape the U20 process by contributing to the development of the U20 Communique and recommendations. Additional cities, such as cities located in the G20 Host country or neighbouring regions, may be invited to attend select U20 events in an observer capacity. Their participation is voluntary, non-binding and revised on a yearly basis.
 - **Executive team:** Composed of a U20 Chair that rotates on a yearly basis (usually located in a city of the country presiding the G20 that year), and the Conveners.
 - **Partners:** Partners support the U20 process with knowledge-based contributions and evidence-based research to support cities in taking an informed position on the various U20 topics that are discussed during a cycle.
- 2.5 U20 runs parallel to the G20 process and strives to Build a platform on behalf of urban centers, Enrich the G20 agenda and propose joint solutions (see annexure A for more details about Tshwane Co-Chairing and Co-Hosting 2025 U20 Cycle). The 2025 priorities of G20 includes Priority 1 – Inclusive Economic Growth, Industrialization, Employment and Inequality, Priority 2 – Food Security and Priority 3 – Artificial Intelligence and Innovation for Sustainable Development whereas the U20 Mayoral Summit includes among others, Economic opportunities and Financing, Climate Action and Urban Resilience, Social Inclusion and Equity and Digital Transformation and Innovation.

3. OBJECTIVES OF THE EVENT

- 3.1 Raise the profile of urban issues in the G20 agenda.
- 3.2 Develop a collective message to inform G20 negotiations.
- 3.3 Issue recommendations from the perspective of cities and local government to the G20 leaders.

4. U20 PARTICIPATING STAKEHOLDERS

Amsterdam	Netherlands	Mexico City	Mexico
Ahmedabad	India	Milan	Italy
Barcelona	Spain	Montreal	Canada
Beijing	China	Monterrey	Mexico
Bengaluru	India	Moscow	Russia
Berlin	Germany	Mumbai	India
Buenos Aires	Argentina	New York City	United States
Delhi NCT	India	Osaka	Japan
Durban (eThekwinl)	South Africa	Paris	France
Helsinki	Finland	Riyadh	Saudi Arabia
Houston	United States	Rio de Janeiro	Brazil
Istanbul	Turkey	Rome	Italy
Izmir	Turkey	Rotterdam	The Netherlands
Jakarta	Indonesia	São Paulo	Brazil
Johannesburg	South Africa	Seoul	South Korea
Lisbon	Portugal	Strasbourg	France
London	United Kingdom	Sydney	Australia
Los Angeles	United States	Tokyo	Japan
Madrid	Spain	Tshwane	South Africa

Other participating stakeholders include the observer cities (Africa: Middle East and Latin America under-represented as members) Latin America: Uruguay – Montevideo; Brazil – Niteroi & Recife (already represented by Sao Paulo and Rio); Bogota – Columbia North America: Canada – Toronto; USA – Atlanta; Phoenix; Mexico – Guadalajara (already represented by Mexico City & Monterrey) Europe & UK: (over-represented) Netherlands – The Hague (already represented by Amsterdam and Rotterdam); Denmark – Aarhus & Copenhagen Middle East: Palestine - Ramallah Africa: South Africa – Cape Town; Sierra Leone – Freetown; Republic of Congo – Brazzaville; Rwanda – Kigali; Morocco – Rabat; Banjul – Banjul; Ethiopia – Addis Ababa; Kenya - Nairobi

5. SCOPE OF WORK FOR THE PCO / EVENT MANAGEMENT COMPANY (SERVICE PROVIDER)

5.1 Venue Management

The PCO should work closely with the client to understand the need for the U20 Mayoral Assembly including:

- a) Expected delegate numbers.
- b) Audiovisual needs including technical setup including AV equipment, microphones, projectors, and screens for presentations.
- c) Room layout for all venues to be used for the duration of the assembly.
- d) Special considerations (i.e. accessibility and sustainability).
- e) Ensuring delegates catering requirements are met.
- f) Manage venue contracts ensuring dates, times and facilities are properly documented.
- g) Work with venue to ensure all logistical details such as loading dock access, signage and registration areas are confirmed.
- h) Coordinate with the venue on setting up the conference space according to client needs.
- i) Ensure there is sufficient space for registration desks, networking areas, exhibitor booths, restrooms are properly marked.
- j) Vendor coordination (i.e. AV company, security teams, etc.)
- k) Conduct dry run at the venue prior to the main assembly.
- l) Coordinate with the venue staff to verify that all rooms are prepared, equipment if functioning properly, supervise the check in process.
- m) Ensure all delegates are registered efficiently and name badges are handed out seamlessly.
- n) Monitor daily schedules and communicate with venue for any changes.
- o) Manage delegate flow, directing them to various sessions, breaks and networking sessions.
- p) Coordinate the VOC room as well as the lost and found area.
- q) Ensure there are 2-Way radios for key team members.

5.2 Overall conference management

The PCO should Oversee the overall conference management including planning, organizing, and executing the U20 assembly. The role of PCO includes venue finalization, logistics coordination, speaker and delegate management, budgeting, marketing, and on-site operations. PCO to ensure smooth execution, handle unforeseen challenges, and create a seamless experience for all participants.

- a) Ensure simultaneous translation; Record the minutes of sessions.
- b) Record and develop the report progress of events.
- c) Oversee Translations and interpreting.
- d) Translating recordings into minutes of various sessions
- e) Editing minutes of webinars and outreach sessions
- f) Organize event, speakers, facilitator, political presence, etc.
- g) Keep record of all the stakeholder engagements

- h) Arrange engagement meetings and recording the minutes thereof.
- i) Work with the appointed PR and Advertising company to ensure the conference is well promoted.
- j) Manage the appointed Branding, Promotional Items and Marketing company to ensure they deliver on the procured items and smooth delivery thereto.
- k) Work with the Protocol team to ensure all protocols are observed.
- l) Ensure there are flags and flagpoles at the assembly.

5.3 *Flights, Accommodation and Ground Travel Management*

The PCO is expected to work with the travel agency to ensure synergy and alignment in terms of the following:

- a) Management of delegate logistics, rooming allocations etc.
- b) Guestlist consolidation and submitted to the travel agent.
- c) Liaise with the travel agent to book flexible flight tickets for delegates.
- d) Management of delegates logistics – hotel room allocations
- e) Manage shuttle services and logistics.
- f) Ensure there is an itinerary for each delegate confirmed to attend the assembly.
- g) Ensuring all delegates are timeously sent itineraries.
- h) Ensure there are enough resources from when the delegates arrive in at OR Tambo International Airport or Lanseria International Airport until their departure.
- i) Coordinate bus routes and pick up times with the Tshwane Bus Services.

5.4 *Management of Database, RSVP Management and Registration of delegates during the U20 assembly*

The PCO should oversee the conference database, RSVP management, and delegate registration by implementing a centralized system to track attendee information. They are thus required to manage invitations, monitor responses, and send confirmations. Using event management software, the PCO must streamline online registrations, generate attendee badges, and provide real-time updates. They are also required to handle inquiries, troubleshoot issues, and ensure a smooth check-in process on the event day including but not limited to:

- a) Registration and delegate management
- b) Color coded name tags to differentiate delegates.
- c) Different delegates for different tracks who must attend the relevant track sessions.
- d) Provide scanners for the duration of the conference to indicate delegates attending sessions in various rooms.
- e) Managing the Delegate Registration and RSVP Management system in its entirety including:

Onsite Registration (2 Days)

Custom Onsite Registration Software (Cloud based)
Includes: Database Management and Attendance Report

Registration Equipment

Registration Equipment (Laptop, Printer & Toner)

Registration Staff (2 Days)

- a) Registration Staff, Full Day 10hr Shift (Day 1)
- b) Registration Staff, Half Day 6hr Shift (Day 2)
- c) Registration Manager/Technicians (2 Days)

Consumables

Branded Name Badge: size 105mm x 149mm (A6)
incl. Printing of Name, Surname, Company.
Plastic Pouches: size 105mm x 149mm (A6)

5.5 Oversee Programme and Speaker Management

The PCO's involvement with regards to the programme and speaker management entails coordinating speakers, scheduling sessions, and ensuring seamless programme flow. The PCO will work closely with client and assist with the following:

- a) Inviting and confirming speakers,
- b) Managing speaker logistics (travel, accommodation, and technical needs)
- c) Collecting presentation materials and biographies.
- d) The PCO together with client to also develop the overall conference agenda,
- e) Coordinates panel discussions and ensures timely session execution.
- f) Maintaining the conference programme and schedule
- g) PCO is required to handle on-site speaker support, troubleshoot issues, and ensure a smooth experience for both speakers and attendees.
- h) Speaker management (Profiles of Speakers, Display of Speaker profiles on screens (introductions)
- i) Programme management including Compiling, updating, and publishing of the assembly programmes.

5.6 Reporting and Evaluation (Provide Accurate Reports from the Assembly)

The PCO to possess the capability and capacity to provide detailed post-event reports, including financial summaries and attendee feedback, including the following sub activities:

- a) Willingness to evaluate the event's success and suggest improvements for future editions.

- b) Compilation of full conference reports including:
 - a. Transcripts and minutes of plenary and breakaway
 - b. Recordings of sessions – video and photography
- c) Event Recording
 - a. Photography and videography
 - b. Minute taking for the event, as directed.
 - c. Event Close-out Report
- d) Report Design
 - a. Design of all Graphical Elements of the Report, Cover and Content.
 - b. Document layout design based on approved Graphical elements.
- e) Master page construction
- f) Paragraph and text typesetting
- g) Table and graph formatting for uniformity to design template
- h) Ensuring uniformity of design throughout the document
- i) Ensuring content remains accurate and correct as provided including information displayed on Graphs and images.
- j) Ensuring design aligns with the brand requirements of Tshwane.

5.7 Overall Coordination and Overseeing of Events Compliance – JOC compliance

The PCO is required to ensure the conference and all social events complies to the City of Tshwane Events Compliance checklist including overseeing the following:

- a) Working with the venue to compile the blue file for JOC.
- b) Event Categorization
- c) Service Provider to ensure there is an engineer for approval of issuing the compliance certificate which is compulsory.
- d) Certification of structural and electrical compliance where required.
- e) Service Provider to submit the Certificate of Acceptability for catering.
- f) Ensure that the venue, the conference, and all social events complies with the City of Tshwane's Events.
- g) Ensure that there is a medical Doctor on site.
- h) Ensure there is an ambulance onsite.
- i) Ensure the venue has the medical room demarcated according to acceptable standards.
- j) Communicate with SAPS and TMPD to solicit required compliance documents.
- k) Ensure the file include the required Public Liability Certificate
- l) Ensure that the JOC Compliance file is completed, and the event is presented at City of Tshwane's Events JOC.
- m) JOC checklist to be shared with PCO upon appointment.

5.8 Coordination and Management of all U20 Mayoral Assembly Social Events

The PCO is expected to coordinate and manage the social events which will take place at venues yet to be determined and confirmed by the client as follows:

- 12 June: Networking Session
- 13 June: Gala Dinner
- 14 June: Excursions

The PCO will oversee the U20 Mayoral Assembly social events to ensure seamless and memorable experience for delegates and their responsibilities will include:

- a) Concept & Theme Development: Designing event themes and décor to match client preferences including Ndebele print, African- inspired décor, Welcome board (LED Lights- letters), #Tag Photobooth, Themed corners- have stands and Décor set-up
- b) Venue/s Setup: Managing venue logistical arrangements.
- c) Guest Management: Sending out of invitations, tracking RSVPs, and handling seating arrangements.
- d) Management of Entertainment activities
- e) Catering & Hospitality: Coordinating food, beverages, and conducting food tasting prior to the events.
- f) Logistics & Coordination: Managing timelines, vendors, permits, and on-the-day execution.
- g) Photography & Videography: Capturing moments for lasting memories.
- h) Management of Promotional Items: Liaise with service provider to ensure all promotional items are available for guests re: social events
- i) Budget Management: Ensuring all elements align with the client's budget.

5.9 Management of Sponsorship

The PCO to work closely with client regarding **sponsorship management** identifying, securing, coordinating, and maintaining relationships with sponsors in order to maximize value for both the U20 Assembly and the sponsors. Below are some of the responsibilities inherent to the PCO regarding sponsorship:

- a) Sponsorship Strategy & Proposal Development – PCO to work with client to create tailored sponsorship packages and proposals that align with sponsor goals.

- b) Identifying & Securing Sponsors – Reaching out to potential sponsors, negotiating terms, and finalizing agreements.
- c) Contract & Benefit Management – Ensuring sponsors receive agreed-upon benefits, such as branding, speaking opportunities, or exhibitor space.
- d) Branding & Marketing Integration – Incorporating sponsor logos, advertisements, and promotional materials in event collateral, websites, and social media.
- e) On-site Sponsor Management – Coordinating exhibitor booths, branded materials, and VIP experiences.
- f) Post-Event Reporting & Relationship Management – Providing sponsors with performance metrics, attendee engagement reports, and ensuring future collaboration for the City of Tshwane.

5.10 Managing of other appointed service providers (PR, Advertising, Media, Marketing, Branding, Promotional Items, Translation Services, AV Company)

The PCO is expected to oversee and manage the following service providers to be appointed through a different process:

- a) PR, Media, and Advertising Agency
- b) Marketing, Branding and Promotional Items Service Provider
- c) Translation Services Vendor
- d) AV Service Provider

6. DELIVERABLES

- a) Overall Venue Management for the U20 Mayoral Assembly and all associated side and social events
- b) Overall Conference Management from Inception to Completion
- c) Coordination and management of Flights, Accommodation and Ground Travel
- d) Database consolidation, RSVP, and Registration Management
- e) Programme and Speaker Management
- f) Reporting and Evaluation Coordination
- g) Application and Management of JOC compliance
- h) Sponsorship Management
- i) Provision of overall expenditure report

7. Special Conditions

- 7.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and Service Level Agreement entered into.
- 7.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 7.3 A compulsory briefing will be held for interested PCO's.
- 7.4 This is a single-stage bidding process (One envelope bidding procedure). Bidders are therefore requested to submit their technical proposal together with their pricing schedule for managing the entire event as per clause 5.2 and 6.1 respectively.
- 7.5 TEDA reserves the right to enter into negotiations with the recommended services provider(s) who scored above the threshold of 80 points on functionality.
- 7.6 **Bidders who are in the employ of the State shall automatically be disqualified.**
- 7.7 ***For transactions above R10 million:
Bidders will be disqualified if they do not submit a certificate signed by the bidder which certifies that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is has been overdue for more than 90 days, unless the bidder has attached to the bid document proof of the payment arrangement for the arrears as at the closing date of the submission of bids.***
- Should the bidder be renting a leased property, both the lessor's and the lessee's agreement must be furnished, together with the landlord's municipal account, or the municipal account must be submitted, together with the bid documents.
Municipal account requirements are applicable to subcontracting companies and joint ventures.***
- Should the bidder be renting in a trust, it must submit its shareholding certificate, together with the trust's municipal account.***
- (Failure to comply with the above-mentioned requirements will lead to disqualification.)**

- 7.8 Shortlisted bidders will be invited for a presentation.
- 7.9 The criteria of the functionality assessment must outline the approach and plan of the proposer and are critical to convince the bid evaluation team of the appreciation of the work required. It will also form part of the basis for the service level agreement content and related negotiations.
- 7.10 Bidders that scores less than 80 points on functionality will not be evaluated further on Price and BBEE.
- 7.11 Bidders are requested to submit not less than seven (7) references client base of services that have been rendered in the past which has to do with international conference/ summit organizing. It is recommended that reference letters are submitted as obtained from the entities or departments where service was rendered.
- 7.12 No service may be rendered without an official order.
- 7.13 Should the recommended service provider not be flexible to negotiations, TEDA reserves the right to conduct buy-out transactions for that particular service or need.
- 7.14 The service provider must be registered on the National Treasury's Central Suppliers Database.
- 7.15 Service Providers must submit a Sworn Affidavit as approved by the Commissioner of Oath for their BEE claim, failing which the bidder's claim for preference will be rejected and the bidder may potentially receive no or zero preference.

8 Guidelines for Submission of Proposal

- 8.1 The succinct proposal must include résumés of team members who will be allocated to the selected service provider's project team for the Summit.

9 Duration of Contract

- 9.1 The project will commence as soon as the contract has been signed by both parties and will run until the end of conference and submission of a close-out report or handover of the communiqué.

10 Information

10.1 Additional information as may be deemed appropriate must be submitted.

10.2 Briefing session to be held as per the advertisement date.

11 Timeframes

11.1 Extension to timeframe on deliverables or budget must be discussed and approved by TEDA in writing.

12 Adding Value

12.1 It is expected that potential service providers will critique the brief with the purpose of adding value where possible in the proposal to be submitted. Thus, the onus is on the service provider to add value to the brief in terms of their special competencies with regard to the project.

13 Cost of Submission of Proposal

13.1 TEDA is not responsible for any costs incurred by the service providers in the process of developing the proposals. The submitted budget for the management of the project, must incorporate all expenses to be incurred by the service provider.

14 Ownership of Intellectual Property Rights

14.1 The ownership of all Intellectual Property Rights associated with this work will be vested within the Tshwane Economic Development Agency, for its exclusive use, or for use by the City of Tshwane.

15 Criteria for Selection of Service Providers

15.1 The tender will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80/20 points system.

15.2 80 points will be awarded for price and 10 points for BEE and 100 points constitute the functionality component.

15.3 The following will serve as an advantage:

a) ***Membership of Southern African Association for the Conference Industry (SAACI); International Association of Professional Conference Organisers (IAPCO); Meetings Professionals International (MPI) – these bodies advocate recognised international quality standard for PCOs.***

b) ***Certified Meetings Professional (CMP) credentials for at least one member of the service provider's project team***

15.4 Functionality points will be evaluated as follows:

COMPONENTS OF TENDER TO BE EVALUATED	EVIDENCE	WEIGHTING
Company previous work experience	<p>Relevant experience of the company in organising similar events in the past (submit proof of projects completed related to scope of work). Attach dated and signed appointment letter(s) and client testimonial letter or certificate of completion as proof.</p> <p>(No points will be awarded if the appointment letter(s) does not correspond to the testimonial or completion certificate).</p> <ul style="list-style-type: none"> • 4 or more projects completed (20 points) • 3 projects completed (15 points) • 2 projects completed (10 points) • Less than 2 projects completed (5 points) 	20
Qualifications and experience of key project person	<p>Provide CV of the key personnel above, showing experience in expertise areas as outline to execute scope of work.</p> <ul style="list-style-type: none"> • More than 10 years of experience (20 points) • 5 years of experience but less than 9 years (15 points) • Less than 5 years of experience (10 points) <p>NB: Evaluated individuals as per submitted CV's will be required to work on the project.</p>	20
3. Project approach and methodology considering (Creative Concept)	<p>Demonstrates creatively how the conference will be delivered, with visuals. Creative concept should cover how the theme will be used all events to create a 360-degree effect. Service provider may use examples of previous events for demonstration.</p> <p>1 example = 5 points 2 examples = 10 points 3 examples = 20 points</p>	20

COMPONENTS OF TENDER TO BE EVALUATED	EVIDENCE	WEIGHTING
Business Location	<p>Considering the locality of project or event and in order to minimize costs of travel, bidders are to note that bidders located in the City of Tshwane will be given preference.</p> <ul style="list-style-type: none"> • Tshwane Business locality (5 points) • Gauteng Business locality, outside Tshwane (3 points). • Outside Tshwane and Gauteng Province. (1 points). <p>Bidders must provide copies of Municipal statements as proof of address.</p>	5
Affiliation/membership with professional industry bodies.	<p>Provide certificates of affiliation to professional bodies relating to events, conferences, and tourism:</p> <p>3 Certificates = 10 points 2 Certificates = 6 points 1 Certificate = 4 points</p>	10
Sustainability Practices	<p>Familiarity with Sustainability regulations and requirements for hosting climate change focused events.</p> <p>Commitment to eco-friendly practices, such as waste reduction, energy efficiency, and sustainable sourcing.</p> <p>Ability to implement green initiatives aligned with the event's sustainability goals.</p> <p>PCO to demonstrate understanding of Sustainability practices.</p> <p>- Modalities and plans on how to implement sustainable and eco-friendly U20 Mayoral Assembly utilizing the appropriate SDG's relating to Waste Reduction, Energy Efficiency and Sustainable Sourcing = 15 points</p>	15
Crisis Management	Expertise in risk assessment and crisis	

COMPONENTS OF TENDER TO BE EVALUATED	EVIDENCE	WEIGHTING
and Compliance Related Activities (JOC)	<p>management to handle emergencies effectively.</p> <p>Ability to ensure compliance with health and safety regulations.</p> <p>Public Liability Certificate</p> <p>Understanding of JOC compliance</p> <p>Provide extensive plan on JOC process:</p> <p>Complete and Full Step-by-Step JOC Process and submission of Public Liability Certificate = 10 Points</p> <p>Half Step-by-Step JOC process and submission of Public Liability Certificate = 5 Points</p>	10
TOTAL		100

15.5 **Special condition:** Bidders that scores less than 80 points on functionality will not be evaluated further on BEE and Price.

16 Compliance

16.1 The proposal must either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Proposals strictly sticking to specifications are preferred. Offers exceeding the minimum requirements of the specifications are acceptable. Minor deviations may be considered.

16.2 This document will be a binding contract between the successful service provider and TEDA once the proposal has been accepted by the organization.

16.3 Service providers are at liberty to discuss any aspect of this request for proposal with the entity and enquiries must be referred to:

Bid enquiries:

Ms M Mapokane

Tel: 012 358 6539

E-mail: MokgadiMa@tshwane.gov.za

Technical enquiries:

Ms Tebogo Mphephu

Tel: 012 358 6534

E-mail: tebogomp@tshwane.gov.za

17 Payments

- 17.1 Payment shall be made based on the signed agreement, and upon rendering of professional satisfactory service and submission of the required post event report.
- 17.2 Payment shall be made into the service provider's bank account after the receipt of an acceptable invoice. (Banking details MUST be submitted for payment to be effected).
- 17.3 Based on the Project deliverables and conditions, TEDA reserves the right to effect payment according to the entire project completed satisfactorily.

18 Non-Compliance with Delivery Terms

- 18.1 As soon as it becomes clear that the incumbent will not be able to render services within the expected period and/or against the quoted price and/or as specified, TEDA must be given immediate written notice to this effect. In instances of non-compliance with certain sections of the contract by the service provider, TEDA reserves the right to terminate the agreement.

19 Confidentiality

- 19.1 This proposal and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the unauthorised numbers of copies of this document. All bids are bound by confidentiality agreement preventing the unauthorised disclosure of any information regarding Tshwane Economic Development Agency or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of Tshwane Economic Development Agency.

20 Copyright

- 20.1 Copyrights of all documentation (reports) etc in relation to this bid belong to Tshwane Economic Development Agency. The successful bidder may not disclose any information, documentation, or products to other clients without written approval of Tshwane Economic Development Agency.

21 Award of a contract

- 21.1 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 21.2 Only a bidder who has completed and signed the declaration part of the preference points claim form will be considered for preference points.
- 21.3 Before a bid is adjudicated or at any time, it may be required from a bidder to substantiate claims it has made with regard to preference points claimed.
- 21.4 Points scored will be rounded off to the nearest 2 decimals. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals.

22 Non-commitment

- 22.1 Tshwane Economic Development Agency is not bound to accept any of the bids submitted. Tshwane Economic Development Agency reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date. The cost of preparing of bids will not be reimbursed.

23 Fraud and Corruption

- 23.1 All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

24 Review process

Compliance with requirements:

- 24.1 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure that a bid is regarded as responsive it is imperative to comply with all conditions and to state whenever there are deviations.
- 24.2 Documents submitted on time by bidders shall not be returned and shall remain the property of Tshwane Economic Development Agency.

25 Reasons for Rejection

- 25.1 Tshwane Economic Development Agency reserves the right to return late bid submissions unopened. Tshwane Economic Development Agency reserves the right to disqualify bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- 25.2 Bidders shall not contact Tshwane Economic Development Agency on any matter pertaining to their bid from the time the bids are closed to the time the bid has been awarded. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. Tshwane Economic Development Agency shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 25.3 Tshwane Economic Development Agency may disregard any submission or cancel an existing contract if that bidder, or any of its directors or have abused the Supply Chain Management (SCM) system of any organ of state.
- 25.4 Committed proven fraud or any other improper conduct in relation to such system.
- 25.5 Failed to perform on any previous contract and the proof thereof exists.
- 25.6 Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

26 Presentations

- 26.1 Service Providers may be requested to do presentation as part of the evaluation of this bid to be held at TEDA.

27 Pricing

- 27.1 All prices must be in South African Rand value and must be inclusive of VAT. Fees will be payable in South African Rands, on satisfactory completion of the assignment. Rates shall be negotiated where deemed necessary and buy-out transaction will be conducted where an agreement cannot be reached.

28 Parties not affected by waiver or breaches

- 28.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof. No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

29 Termination for default

- 29.1 Tshwane Economic Development Agency, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder may terminate this contract in whole or in part:
- 29.2 If the bidder fails to deliver any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by Tshwane Economic Development Agency pursuant to GCC Clause 21.2.
- 29.3 If the bidder fails to perform any other obligation(s) under the contract.
- 29.4 If the bidder, in the judgment of Tshwane Economic Development Agency has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 29.5 In the event Tshwane Economic Development Agency terminates the contract in whole or in part, Tshwane Economic Development Agency may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the bidder shall be liable to Tshwane Economic Development Agency for any excess costs for such similar services. However, the bidder shall continue performance of the contract to the extent not terminated.

30 Retention

- 30.1 On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to Tshwane Economic Development Agency.
- 30.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

31 Screening and Vetting

- 31.1 Acceptance of this bid may be subject to the condition that both the contracting bidder and its personnel providing the service must be cleared by the appropriate authorities to the level of Confidential/Secret/ Top Secret.
- 31.2 All bidders shall be vetted through National Treasury and any defaulters will be disqualified.

32 Client Base

- 32.1 Bidders must have specific experience in the delivery of the required service and must submit at least four (4) internal conference organizing references or client base reflecting the entity where a similar service was rendered, duration, value of the project, date, whether the project was successful or not. Tshwane Economic Development Agency reserves the right to contact references during the evaluation and adjudication process to obtain further confirmation.

33 Company profile, financial information & BEE shareholding

- 33.1 The company's profile together with the BEE affidavit must be submitted.

34 Registrations

- 34.1 Proof of company registration must be submitted in a form of copies of the relevant registration documents. e.g. CC/CK, PTY (Ltd). It is the responsibility of the bidder to ensure that their Cipro annual returns are in order and the registration remains valid throughout the contract tenure.

35 Tax Clearance Certificate

- 35.1 A valid Tax Clearance Certificate with a unique Pin issued by the South African Revenue services certifying that the taxes of the bidder are in order must be submitted before the closing date and time. It is the responsibility of the bidder to ensure that their SARS annual returns are in order and the registration remains valid throughout the contract.

36 Evaluation Basis and Process

Bids will be evaluated on 3 categories:

- 36.1 Compliance with minimum requirements of the bid.
- 36.2 Technical content (functionality), (80 points) Minimum.
- 36.3 BEE and Price Bids will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA), which stipulate an 80/20-point split for requirements exceeding R50 million.

37 Project Technical Leader

- 37.1 The joint project leader is Tebogo Mphephu who is available on: 012 358 6543 or at tebogomp@tshwane.gov.za

38 Late bids

- 38.1 Bids received late shall not be returned to the bidder unopened.

- 38.2 All Bidders must continuously monitor amendments that may be made on TEDA the e Tender and TEDA website for the above bid. TEDA will not be held liable/responsible if Tenderers do not view responses to questions/queries/comments which were posted on the e-Tender portal and TEDA website.**

**PRICING SCHEDULE – PROFESSIONAL SERVICES
(PROFESSIONAL CONFERENCE ORGANISER- FACILITATION FEE)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

BID 06-04-25: APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANISER (PCO) AND EVENT MANAGEMENT COMPANY TO ASSIST IN CONCEPTUALISING, PLANNING, ORGANISING AND OVERALL EVENT MANAGEMENT OF THE URBAN 20 MAYORAL ASSEMBLY 2025 AND ASSOCIATED PREPARATORY EVENTS.

Name of Bidder.....	Bid Number: BID: 06-04-25
Closing Time: 11:00 am Closing Date: 24 April 2025 Compulsory briefing session: 14 April 2025	
<i>at 10:00 AM at the following location: 1277 Mike Crawford Avenue, Centurion, Lakeview Building, Gate 10 entrance to the Centurion Lake Mall</i>	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY	**(ALL APPLICABLE TAXES INCLUDED)
---------------------------	-----------------------------------

- Required by: Tshwane Economic Development Agency.
- At: 1277, Mike Crawford Avenue. Centurion.
- Does the offer comply with the specification(s)? *YES/NO

*Delete if not applicable

- If not to specification, indicate deviation(s)
- Period required to commence with the facilitation.....
- The accompanying information must be used for the formulation of proposals as per the Terms of Reference.

*Bidders are required to indicate a ceiling price based on the total estimated time for the facilitation of the entire U20 event including all expenses inclusive of all applicable taxes for the project.

Subtotal	R.....
VAT	R.....
Grand Total	R.....

Note: ** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

MBD 4

(All claims shall be considered as valid until such time that revised claim is submitted to TEDA)

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
 - 3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 3.9 Have you been in the service of the state for the past twelve months?YES / NO
- 3.9.1 If yes, furnish particulars.....
.....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
- 3.10.1 If yes, furnish particulars.
.....
.....
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO
- 3.11.1 If yes, furnish particulars
.....
.....
- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO
- 3.12.1 If yes, furnish particulars.
.....
.....
- 3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO
- 3.13.1 If yes, furnish particulars.
.....
.....
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO
- 3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.1

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

(EQUITY OWNERSHIP CLAIMED BY THE SUPPLIER/ SERVICE PROVIDER SHALL REMAIN VALID AND BINDING UNTIL THE
REVISED EQUITY OWNERSHIP CLAIM IS SUBMITTED TO THE TEDA)

PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000; and
- the 90/10 system for requirements with a Rand value above R50 000 000.

1.2 The value of this bid is estimated to not exceed R50 000 000 and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

1.3.1.1 PRICE

POINTS

.....

1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS

(a) Historically Disadvantaged Individuals:

- (i) who had no franchise in national elections before the 1983 and 1993 Constitutions ... 10....
- (ii) who is a female ... 5.....
- (iii) who has a disability ... 5.....

(b) Other specific goals (goals of the RDP- plus local manufacture)

- (i)
- (ii)
- (iii)
- (iv)

**Total points for Price, HDIs and other RDP-
goals must not exceed**

100

Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 2. GENERAL DEFINITIONS**
- 2.1 **"Acceptable bid"** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.2 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.
- 2.3 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.6 **"Specific contract participation goals"** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.7 **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 **"Equity Ownership"** means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 **"Historically Disadvantaged Individual (HDI)"** means a South African citizen
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or
 - (2) who is a female; and/or
 - (3) who has a disability:
- provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;
- 2.11 **"Management"** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 **"Owned"** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

- 2.13 **"Person"** includes reference to a juristic person.
- 2.14 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 **"Small, Medium and Micro Enterprises (SMMEs)"** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **"Sub-contracting"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**
- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.
- 4. ADJUDICATION USING A POINT SYSTEM**
- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.
- 5. POINTS AWARDED FOR PRICE**
- 5.1 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
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$		

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

6. Points awarded for historically disadvantaged individuals

- 6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

- 6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.
- 6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.
- 6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.
- 6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.
- 6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

7. BID DECLARATION

- 7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.

	Ownership	Percentage owned	Points claimed
8.1	Equity ownership by persons who had no franchise in the national elections	10% (Submit BEE Certificate)
8.2	Equity ownership by women	5% (Submit ID document)
8.3	Equity ownership by disabled persons*	5% (Submit Disability Certificate)

*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

.....

9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

a) If yes, indicate:

i) What percentage of the contract will be subcontracted %

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the subcontractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

10. DECLARATION WITH REGARD TO EQUITY

10.1 Name of firm :

10.2 VAT registration number :

10.3 Company registration number :

10.4 TYPE OF FIRM

- ☐ Partnership
☐ One person business/sole trader
☐ Close corporation
☐ Company
☐ (Pty) Limited
 [TICK APPLICABLE BOX]

10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

10.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

10.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

10.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

[illegible]

*Indicate YES or NO

10.9 Consortium / Joint Venture

10.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

[illegible]

10.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) 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;
 - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(All claims shall be considered as valid until such time that revised claim is submitted to TEDA)

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

(All claims shall be considered as valid until such time that revised claim is submitted to TEDA)

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (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 rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or 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 or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 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.

Js General Conditions of Contract (revised July 2010)