

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
SCM - 542	Approved by Branch Manager: 03/04/2020	Version: 9	Page 1 of 80

TENDER NO: 286S/2022/23

**TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE
PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN**

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT OF CONTRACT UNTIL 30 JUNE 2027

VOLUME 1: TENDERING PROCEDURES

CLOSING DATE: 20 APRIL 2023

CLOSING TIME: 10:00 a.m.

**TENDER BOX
NUMBER: 151**

TENDER FEE:

R200.00 - Non-refundable tender fee payable to City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:
SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
1
2
3

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VOLUME 1: THE TENDER

(1) GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	17 MARCH 2023
SITE VISIT/CLARIFICATION MEETING	:	31 MARCH 2023 from 10h00 – 11h30 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	A physical clarification meeting will be held at Lighthouse Boardroom, Events Office, 10th Floor, Tower Block, Two Bay Side, 12 Hertzog Boulevard, Cape Town . Tenderers who wish to attend the meeting can contact Tara Aranes on the contact details mentioned below before the meeting date
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "**TENDER NO. 286S/2022/23 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN**"

the tender box number **151** and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.

If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.

CCT TENDER REPRESENTATIVE

Name: **Tara Aranes**
Tel. No.: 021 400-9462
Email: tara.aranes@capetown.gov.za

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

(2) CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (CCT) and each tenderer submitting a tender offer shall comply with these Conditions of Tender. In their dealings with each other, they shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations.

The parties agree that this tender, its evaluation and acceptance and any resulting contract shall also be subject to the Employer's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract. Please refer to this document contained on the Employer's website.

Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available to it as described in the SCM Policy.

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in the returnable documents are part of these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable schedules which are required for tender evaluation purposes, shall form part of the contract arising from the invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers by its Director: Supply Chain Management or his nominee.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested;
or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

The Employer intends to appoint a panel of tenderers that meet the minimum score for functionality, but reserves the right to appoint fewer tenderers to a panel, or not to appoint a panel at all, for the categories. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods and services after a secondary competitive process is undertaken based upon the rates tendered and the status level of contribution as verified during the awarding of the main tender.

The contract period shall be from the commencement date of the contract, however not prior to 01 July 2024 and ex[ir]ing 30 June 2027.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.2.1 Tenderers shall submit in the first stage only technical proposals. The CCT shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

2.1.5.2.2 The CCT shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender conditions, and award the contract in terms of these Conditions of Tender.

2.1.5.3 Nomination of Standby Bidder

Standby Bidder means a bidder, identified at the time of awarding a bid, that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby bidder in terms of the procedures included its SCM Policy.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the City of Cape Town in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the City, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
 - i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant City appeal authority must consider the consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:

The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 021 400 5963 or 021 400 5830

Via email at: msa.appeals@capetown.gov.za

2.1.6.5 All requests referring to clause 2.1.6.3 ns must be submitted in writing to:

The City Manager - C/o the Manager: Access to Information Unit, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 086 202 9982

Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

The Employer, its employees, representatives and sub-contractors may, from time to time, Process the Contractor's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, this agreement, for research purposes, and/or as otherwise may be envisaged in the Employer's Privacy Notice and/or in relation to the Employer's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the employers assurance provider and Appeal Authority.

2.1.7 City of Cape Town Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the City of Cape Town's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the City of Cape Town's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. An 'acceptable tender must "COMPLY IN ALL' aspects with the tender conditions, specifications, pricing instructions and contract conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);
- g) The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage,
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- l) The tenderer (including any of its directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Not Applicable

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

CATEGORY 1: FUNCTIONALITY EVALUATION: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES, MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE

	Evaluation Criteria	Applicable values/points	Weight
1.	Proof of Experience	Please provide up to five examples, with each example scoring 1 – 5 points: 1) Relevant Catering Service provided – <u>Example one</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 2) Relevant Catering Service provided – <u>Example two</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 3) Relevant Catering Service provided – <u>Example three</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 4) Relevant Catering Service provided – <u>Example four</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 5) Relevant Catering Service provided – <u>Example five</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt)	5 5 5 5 5

2.	Catering Logistic Service	1) It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: - Provide images, as evidence, of two (2) events where tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor: attach images as evidence (2pts) 2) Your company should have at least five (5) years' experience in formal lunches or dinners with 500 and more guests: - Provide a menu for 500 guests where you did a five (5) course meal: attach menu as evidence (2pts) - Provide a detailed breakdown of the staff that served the five (5) course meal: provide a list as evidence (2pts) 3) Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: - Provide a buffet style menu, as evidence, for an event you catered for 500 guests and provide a breakdown of the chefs that prepared and served: attach menu as evidence (1pt) - Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture for the serving station: provide a plan and images as evidence (1pt) 4) You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 500 guests: - Provide a menu where you did catering platters that had a variety of ten (10) items per guest for 500 guests and mention how many waiters were required: attach menu as evidence (2pts) 5) You could be required to set-up a Bar Service with professional bar furniture for 500 guests: - Provide images as evidence of a list of bar counters and gear your company previously used for catering to 500 guests: provide images (2pts) - Provide evidence of a list of bar tenders/staff and waiters your company used for 500 guests at the aforementioned event: provide a list (1pt) - Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 500 guests: provide a list (2pts) 6) At a cocktail reception, various finger snacks with or without a waitron service can be required: - Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 500 guests and mention how many waiters were required to serve guests at this event: attach a menu as evidence (2pt) 7) At a cocktail reception, hot meals in bowls with forks can be required:	2 4 2 2 5 2 1
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		- Provide evidence of a catering menu where you provided hot meals in bowls with forks for 500 guests and mention how the food was kept hot until serving time: attach a menu as evidence (1pt) 8) Catering services can be required at numerous sport events where staff or volunteers work long shifts: - Provide evidence of a food parcel menu with packaging that your company catered for 500 guests: attach a menu as evidence (1pt) - Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence (1pt) - Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence (1pt) 9) Catering services for camping over a weekend can be required: - Provide evidence of a menu your company catered for 300 guests (1pt). The menu you provide should include catering for Friday evening dinner (1pt) Saturday three (3) meals (1pt) and Sunday breakfast and lunch (1pt): attach a menu as evidence (4pts) - Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence (1pt) 10) Catering services can be required for various age groups: - Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence (1pt) - Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence (1pt) 11) Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): - African: 100 or more guests (1pt) - Halal: 100 or more guests (1pt) - Kosher: 5 guests (1pt) - Braai: 100 or more guests (1pt) - Vegetarian: 5 guests (1pt) - Vegan: 100 or more guests (1pt) 12) Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 500 guests: - Cocktail tables: informal setting (1pt) - Café tables: informal setting (1pt) - Rectangular formal setting (1pt) - Round Table formal setting: 1 x lunch and 1 x dinner (1pt) - Bouquets of flowers for stage/main reserved tables/ to hand out to guest speaker / at entrance (1pt)	3 5 2 6 5
3.	Logistical Requirements to ensure a professional catering service at an event	Catering services can include various logistical requirements. Provide images as evidence of which elements of the below logistical requirements your company was responsible for: - Waste management: provide a plan as evidence (1pt) - Coffee and tea variety: provide a list as evidence (1pt)	6

		- Fencing: provide an image as evidence (1pt) - Tent: provide an image as evidence (1pt) - Flooring: provide an image as evidence (1pt) - Transport of food: advise how food was transported to the venue for example 500 guests to ensure healthy, clean and fresh food (1pt)	
4.	Indoor/outdoor set-up	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 500 guests, around the stage in an indoor venue: - Provide a layout of the venue with lounge pockets and cocktail tables around the stage: provide a layout (2pts) - List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event: provide a list (2pts) - Provide evidence of a permit you have done for an event you catered at: provide evidence of permit done (1pt) - Provide proof that you have coordinated medical services at an event: provide plan/invoice(1pt) - Provide a plan of how you have put health measures in place at an event, e.g. ablutions: provide a plan (1pt) - Provide a plan of how you ensure cooling and heating of food at an event: provide a plan (1pt) - Provide a waste management plan used at your event: provide a plan (1pt) - To ensure event compliance provide a plan of e.g. safety officer and permit, if required: provide a plan (1pt)	10
5.	Equipment	Provide images and quantities available where applicable: - Tables & Table Linen (1pt) - Chairs/lounge furniture & Colour & chair covers (1pt) - Props & Flowers & Vases (1pt) - Draping & colours & Type of fabric (1pt) - Decorative lighting & Fencing (1pt) - Bar set-up, equipment & services (1pt) - Coffee/tea station equipment (1pt) - Satellite kitchen service (1pt) - Crockery & Cutlery, Ovens & Chaffing dishes (1pt) - Room temperature logistics (1pt) - Heating & Cold Facilities & Generator (1pt) - Vehicles (1pt)	12
6.	Staff Complement	The following staff is relevant: - Supervisor/s (1pt) - Hospitality manager (1pt) - Driver (1pt) - Head Chef/Chefs (1pt) - Waiters (1pt) - Accountant (1pt) - Creative Décor Officer (1pt) - Other: (1pt)	8
	<u>TOTAL</u>		100

The minimum qualifying score for **category 1's** functionality is **60** out of a maximum of **100**.

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

- a) The following proof of documents with specific relation to the catering services, is compulsory:

VALID BUSINESS LICENCE:

- b) Business Licenses remain valid for as long as the stipulated license holder remains unchanged. Should a business be sold, a new licence must be applied for. Licenses can be applied for at any Environmental Health office within the City of Cape Town. According to the [Businesses Act - 71 of 1991](#), the following businesses must apply for and obtain a trade license prior to commencement of their operations:

Health and Entertainment / Hawking in Meals

- c) **VALID COA (Certificate of Acceptability):**

- d) The City's Environmental Health Department COA's : Application forms are available on the CCT website. The Minister of Health has, in terms of section 35, read with section 40 of the Health Act 63 of 1977, promulgated the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food R918 of 1999. These regulations were published in the Government Gazette dated 30 July 1999, No. 20318.

- e) **HALAL CERTIFICATION (applicable to all Halal caterers from any of these accepted certifiers)**

- f) **MJC Halaal Trust:** The Muslim Judicial Council (M.J.C.) is a recognised non-governmental, Islamic Religious Authority and Judiciary and represents over 140 Mosques within the Western Cape region. The Division responsible for Halaal Certification & Monitoring is registered as a Trust with the South African Government.

- g) **SANHA:** The South African National Halaal Authority (SANHA) is an international, non-profit organisation, representing the Muslim Ummah on all matters pertaining to the general application of the term Halaal with specific reference to Islamic dietary laws.

- h) **NIHT:** The **National Independent Halaal Trust** formerly the (IHT) aspires to the highest Halaal standards as prescribed by the Sharia (Islamic Law), these standards have been set up by Mufti's and various Ulema from across the Islamic ideological spectrum.

- i) **ICSA:** Islamic Council of South Africa was originally formed as an umbrella body of Muslim organizations in South Africa. To be certified by ICSA, the procedures as outlined by the council must be adhered to.

A more detailed explanation of the functionality criteria is given below:

CATEGORY 2: FUNCTIONALITY EVALUATION: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS AND DIRECTORS ATTEND OR OFFICIATE

	Evaluation Criteria	Applicable values/points	Weight
1.	Proof of Experience	Please provide up to five examples, with each example scoring 1 – 5 points: 1) Relevant Catering Service provided – <u>Example one</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 2) Relevant Catering Service provided – <u>Example two</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt)	5 5

		- Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 3) Relevant Catering Service provided – Example three - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 4) Relevant Catering Service provided – Example four - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 5) Relevant Catering Service provided – Example five - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt)	5 5 5
2.	Catering Logistic Service	1) It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: - Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food (1pt) and mention how the food was transported and set-up to meet safety requirements (1pt): provide a list as evidence (2pts) 2) Your company should have at least 5 years' experience in formal lunches or dinners with 300 and more guests: - Provide a menu for 300 guests where you did a three (3) course meal: attach menu as evidence (2pts) - Provide a detailed breakdown of the staff that served the three (3) course meal: provide a list as evidence (2pts) 3) Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: - Provide a buffet style menu for an event you catered for 300 guests and provide a breakdown of the chefs that prepared and served the buffet menu: attach menu as evidence and provide a list (2pts) 4) You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 300 guests: - Provide a menu where you did catering platters that had a	2 4 2 2

		variety of ten (10) items per guest for 300 guests and mention how many waiters were required to serve the guests: attach a menu as evidence (2pts)	
		5) You could be required to set-up a Bar Service with professional bar furniture for 300 guests: - Provide images, as evidence, of a list of bar counters and gear your company previously used for catering to 300 guests including mixing gear, ice maker and ice buckets and tables: provide images (2pts) - Provide evidence of a list of bar tenders/staff and waiters your company used at the aforementioned event for 300 guests: provide a list (1pt) - Provide a wine, beer and soft drinks list as evidence of a good variety of beverages at an event your company hosted for 300 guests: provide a list (2pts)	5
		6) At a cocktail reception, various finger snacks with or without a waitron service can be required: - Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 300 guests and mention how many waiters were required to serve guests at this event: attach a menu as evidence (3pts)	3
		7) At a cocktail reception, hot meals in bowls with forks can be required: - Provide evidence of a catering menu where you provided hot meals in bowls with forks for 300 guests and mention how the food was kept hot until serving time: attach a menu as evidence (1pt)	1
		8) Catering servies can be required at numerous sport events where staff or volunteers work long shifts: - Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence (1pt) - Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence (1pt) - Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence (1pt)	3
		9) Catering services for camping over a weekend can be required: - Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence (3pts) - Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence (1pt)	4
		10) Catering services can be required for various age groups: - Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence (1pt)	2

		- Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence (1pt) 11) Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): - African: 100 or more guests (1pt) - Halal: 100 or more guests (1pt) - Kosher: 5 guests (1pt) - Braai: 100 or more guests (1pt) - Vegetarian: 5 guests (1pt) - Vegan: 100 or more guests (1pt) 12) Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 300 guests: - Cocktail tables: informal setting (1pt) - Café tables: informal setting (1pt) - Rectangular formal setting (1pt) - Round table formal setting: 1 x lunch & 1 x dinner example (1pt) - Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance (1pt)	6 5
3.	Indoor/outdoor set-up	1) Catering services can include various logistical requirements. provide evidence of which elements of the below logistical requirements your company was responsible for: - Waste management: provide a plan as evidence (1pt) - Coffee and tea variety: provide a list as evidence (1pt) - Fencing: provide an image as evidence (1pt) - Tent: provide an image as evidence (1pt) - Flooring: provide an image as evidence (1pt) - Transport of food: advise how food was transported to the venue for example 300 guests to ensure healthy, clean and fresh food (1pt) 2) Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 300 guests, around the stage in an indoor venue: - Provide a layout of the venue with lounge pockets and cocktail tables around the stage (2pts) - List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event (2pts) - Provide evidence of a permit you have done for an event you catered at (1pt) - Provide proof that you have coordinated medical services at an event (1pt) - Provide a plan of how you have put health measures in place at an event, e.g. ablutions (1pt) - Provide a plan of how you ensure cooling and heating of food at an event (1pt) - Provide a waste management plan used at your event (1pt) - To ensure event compliance provide a plan of e.g. safety officer and permit, if required (1pt)	6 10
4.	Equipment	Provide images and quantities available where applicable:	12

		- Tables & Table Linen (1pt) - Chairs/lounge furniture & Colour & chair covers (1pt) - Props & Flowers & Vases (1pt) - Draping & colours & Type of fabric (1pt) - Decorative lighting & Fencing (1pt) - Bar set-up, equipment and services (1pt) - Coffee/tea station equipment (1pt) - Satellite kitchen service (1pt) - Crockery, Ovens, Cutlery & Chaffing dishes (1pt) - Room temperature logistics (1pt) - Heating & Cold Facilities & Generator (1pt) - Vehicles (1pt)	
5.	Staff Complement	The following staff is relevant: - Accountant (1pt) - Supervisor/s (1pt) - Hospitality manager (1pt) - Head Chef/Chefs (1pt) - Waiters (1pt) - Admin staff (1pt) - Drivers (1pt) - Other: (1pt)	8
	TOTAL		100

The minimum qualifying score for **category 2's** functionality is **60** out of a maximum of **100**

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

a) The following proof of documents with specific relation to the catering services, is compulsory:

VALID BUSINESS LICENCE:

b) Business Licenses remain valid for as long as the stipulated license holder remains unchanged. Should a business be sold, a new licence must be applied for. Licenses can be applied for at any Environmental Health office within the City of Cape Town. According to the [Businesses Act - 71 of 1991](#), the following businesses must apply for and obtain a trade license prior to commencement of their operations:

Health and Entertainment / Hawking in Meals

c) VALID COA (Certificate of Acceptability):

d) The City's Environmental Health Department COA's : Application forms are available on the CCT website. The Minister of Health has, in terms of section 35, read with section 40 of the Health Act 63 of 1977, promulgated the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food R918 of 1999. These regulations were published in the Government Gazette dated 30 July 1999, No. 20318.

e) HALAL CERTIFICATION (applicable to all Halal caterers from any of these accepted certifiers)

f) **MJC Halaal Trust:** The Muslim Judicial Council (M.J.C.) is a recognised non-governmental, Islamic Religious Authority and Judiciary and represents over 140 Mosques within the Western Cape region. The Division responsible for Halaal Certification & Monitoring is registered as a Trust with the South African Government.

g) **SANHA:** The South African National Halaal Authority (SANHA) is an international, non-profit organisation, representing the Muslim Ummah on all matters pertaining to the general application of the term Halaal with specific reference to Islamic dietary laws.

h) **NIHT:** The **National Independent Halaal Trust** formerly the (IHT) aspires to the highest Halaal standards as prescribed by the Sharia (Islamic Law), these standards have been set up by Mufti's and various Ulema from across the Islamic ideological spectrum.

i) **ICSA:** Islamic Council of South Africa was originally formed as an umbrella body of Muslim organizations in South Africa. To be certified by ICSA, the procedures as outlined by the council must be adhered to.

A more detailed explanation of the functionality criteria is given below:

CATEGORY 3: FUNCTIONALITY EVALUATION: CATERING FOR CORPORATE EVENTS IN A MORE INFORMAL STYLE WHERE EXECUTIVE MANAGEMENT MAY OR MAY NOT BE IN ATTENDANCE, BUT MIGHT BE REPRESENTED BY A SENIOR COUNCILLOR, AND/OR OFFICIAL

	Evaluation Criteria	Applicable values/points	Weight
	Proof of Experience	Please provide up to five examples, with each example scoring 1 – 5 points: 1) Relevant Catering Service provided – <u>Example one</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 2) Relevant Catering Service provided – <u>Example two</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 3) Relevant Catering Service provided – <u>Example three</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 4) Relevant Catering Service provided – <u>Example four</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt) - Value of Contract (1pt) 5) Relevant Catering Service provided – <u>Example five</u> - Event Name, Date of event where catered, incl. Ref Name & Contact (1pt) - Type of Catering provided (1pt) - Additional Services Provided (1pt) - Status level of catering (1pt)	5 5 5 5 5

		- Value of Contract (1pt)	
	Catering Logistic Service	1) It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: - Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food (1pt) and mention how the food was transported and set-up to meet safety requirements (1pt): provide a list as evidence (2pts) 2) Your company should have at least 3 years' experience in formal lunches or dinners with 300 and more guests: - Provide a menu for 300 guests where you did a three (3) course meal at an event: attach menu as evidence (2pts) - Provide a detailed breakdown of the staff that served the three (3) course meal at the aforementioned event: provide a list as evidence (2pts) 3) Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: - Provide a buffet style menu for an event you catered for 300 guests and provide a breakdown of the chefs that prepared and served the buffet menu: attach menu as evidence and provide a list (2pts) 4) You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 300 guests: - Provide a menu where you did catering platters that had a variety of ten (10) items per guest for the largest amount of guests you have catered for and mention how many waiters were require to serve the guests: attach menu as evidence (2pts) 5) You could be required to set-up a Bar Service with professional bar furniture for 300 guests: - Provide images, as evidence, of a list of bar counters and gear your company previously used for catering to 300 guests including mixing gear, ice maker and ice buckets and tables: provide images (2pts) - Provide evidence of a list of bar tenders/staff and waiters your company used at the aforementioned event for 300 guests: provide a list (1pt) - Provide a wine, beer and soft drinks list as evidence of a good variety of beverages at an event your company hosted for 300 guests: provide a list (2pts) 6) At a cocktail reception, various finger snacks with or without a waitron service can be required:	2 4 2 2 5 3

		- Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception for the largest amount of guests you have catered for and mention how the food was kept hot until serving time: attach a menu as evidence (3pts)	
		7) At a cocktail reception, hot meals in bowls with forks can be required: - Provide evidence of a catering menu where you provided hot meals in bowls with forks for the largest amount you have catered for and mention how the food was kept hot until serving time: attach menu as evidence (1pt)	1
		8) Catering services can be required at numerous sport events where staff or volunteers work long shifts: - Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence (1pt) - Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence (1pt) - Provide a plan that you used for a suggested set-up where 300 pre-packed meals were distributed at an event: provide a plan as evidence (1pt)	3
		9) Catering services for camping over a weekend can be required: - Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence (4pts) - Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence (1pt)	5
		10) Catering services can be required for various age groups: - Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence (1pt) - Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence (1pt)	2
		11) Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): - African: 100 or more guests (1pt) - Halal: 100 or more guests (1pt) - Kosher: 5 guests (1pt) - Braai: 100 or more guests (1pt) - Vegetarian: 5 guests (1pt) - Vegan: 100 or more guests (1pt)	6
		12) Décor services can be required at events. Provide	

	Staff Complement	The following staff is relevant: - Manager (1pt) - Supervisor (1pt) - Chef (1pt) - Waiters (1pt) - Driver (1pt) - Casuals (1pt) - Other (1pt)	7
	<u>TOTAL</u>		100

The minimum qualifying score for **category 3's** functionality is **60** out of a maximum of **100**

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

a) The following proof of documents with specific relation to the catering services, is compulsory:

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b) Business Licences remain valid for as long as the stipulated license holder remains unchanged. Should a business be sold, a new licence must be applied for. Licenses can be applied for at any Environmental Health office within the City of Cape Town. According to the [Businesses Act - 71 of 1991](#), the following businesses must apply for and obtain a trade license prior to commencement of their operations:

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d) The City's Environmental Health Department COA's : Application forms are available on the CCT website. The Minister of Health has, in terms of section 35, read with section 40 of the Health Act 63 of 1977, promulgated the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food R918 of 1999. These regulations were published in the Government Gazette dated 30 July 1999, No. 20318.

e) HALAL CERTIFICATION (applicable to all Halal caterers from any of these accepted certifiers)

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g) **SANHA:** The South African National Halaal Authority (SANHA) is an international, non-profit organisation, representing the Muslim Ummah on all matters pertaining to the general application of the term Halaal with specific reference to Islamic dietary laws.

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i) **ICSA:** Islamic Council of South Africa was originally formed as an umbrella body of Muslim organizations in South Africa. To be certified by ICSA, the procedures as outlined by the council must be adhered to.

2.2.1.1.7 Provision of samples

Not Applicable

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.2.6 Acknowledge and comply with notices

Acknowledge receipt of notices to the tender documents, which the CCT may issue, fully comply with all instructions issued in the notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information.

Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information, where possible.

2.2.9 Pricing the tender offer

2.2.9.1 Comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the tender conditions submit alternative tender offers only if a main tender

offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative of the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements.

2.2.11.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender conditions or criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 Submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract conditions and described in the specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Returnable Schedules duly completed and signed will be declared responsive.

2.2.12.2 Return the entire document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 Submit the parts of the tender offer communicated on paper as an original with an English translation for any part of the tender submission not made in English.

1 (One) copy(ies) of the following elements of the bid submission must be submitted separately bound in the same envelope where possible:

Part	Heading
5	Pricing Schedules
6	Supporting Schedules
	All other attachments submitted by bidder

2.2.12.4 Sign the original tender offer where required in terms of the tender conditions. The tender shall be signed by a person duly authorised to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture or any other document signed by all parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.5 Where a two-envelope system is required in terms of the tender conditions, place and seal the returnable documents listed in the tender conditions in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information, as well as the tenderer's name and contact address.

2.2.12.6 Seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages

as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.7 Accept that the CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.8 Accept that tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the tender conditions.

2.2.12.9 By signing the offer part of the Form of Offer (**Section 2, Part A**) the tenderer warrants that all information provided in the tender submission is true and correct.

2.2.12.10 Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.12 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the returnable schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 Ensure that the CCT receives the tender offer at the address specified in the General Tender Information prior to the closing time stated on the front page of the tender document.

2.2.14.2 Accept that, if the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 Accept that, the CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement and administrative processes and upon approval by the City Manager.

2.2.15.3 A tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.

2.2.16 Clarification of tender offer, or additional information, after submission

Provide clarification of a tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Provide, on request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 Provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender conditions or specifications.

If the **Specification** requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. The tenderer must also

provide its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Clearance Certificate.

Before making an award the City must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the City, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the City via CSD or e-Filing. The City should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

The tenderer warrants that it has:

- a) inspected the Specifications and read and fully understood the Conditions of Contract.
- b) read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Tender Conditions, respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's representative for the purpose of this tender is stated on the General Tender Information page.

2.3.2 Issue Notices

If necessary, issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 Two-envelope system

2.3.4.1 Where stated in the tender conditions that a two-envelope system is to be followed, open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Price Schedule; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
 - ii) the summation of the prices; or
 - iii) calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such

other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 Reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender conditions.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a. If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b. If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c. If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d. If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e. If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f. If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for Price and Preference is NOT APPLICABLE for this phase of the tendering process for tender, however Price and Preference Points system, will be applicable to and form part of each subsequent competitive quotation process resulting from the award of the panel of the service providers under this tender, depending on individual event requirements

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preferences

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times \frac{(1 - \frac{(Pt - Pmin)}{Pmin})}{Pmin}$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

HDI COMPLIANCE WITH SECTION 2(1)(d)(i) OF THE ACT

SPECIFIC GOALS IN COMPLIANCE WITH SECTION 2(1)(d)(ii) OF THE ACT

No	Promotion of Micro and Small Enterprises (Micro with a Turnover up to R20million and Small with a Turnover up to R75 million) SME ownership, JV, Consortiums	Required Evidence	Points to be allocated
1	The promotion of Micro and Small Enterprises	Certificate of incorporation or Commissioned affidavit SANAS Approved certificate for relevant sector or Commissioned affidavit Financial Statement to determine annual turnover	20

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- reasonableness of the financial offer
- reasonableness of unit rates and prices
- the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- does not allow any preferred tenderer a second or unfair opportunity;
- is not to the detriment of any other tenderer; and
- does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the **PPPFA Regulations, 2022**, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s)::

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the Employer reserves the right to consider the next ranked tenderer(s).

2.3.12.4 Not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known family of notorious individuals;
- c) poor performance issues, known to the City;
- d) negative social media reports; and
- e) adverse assurance (e.g. due diligence) report outcomes.

2.3.12.5 The CCT reserves the right to nominate an alternative bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the alternative bidder in terms of the procedures included its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) notices issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
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TENDER NO: 286S/2022/23

**TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE
PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN**

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT OF CONTRACT UNTIL 30 JUNE 2027

VOLUME 2: RETURNABLE DOCUMENTS

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 2: RETURNABLE DOCUMENTS

(3) DETAILS OF TENDERER

1.1 Type of Entity (Please tick one box)

☐ Individual / Sole Proprietor

☐ Close Corporation

☐ Company

☐ Partnership or Joint Venture or Consortium

☐ Trust

☐ Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
City of Cape Town Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	

Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐ Yes ☐ No
	c) Does the tenderer have any source of income in the Republic of South Africa? ☐ Yes ☐ No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐ Yes ☐ No
Other Required registration numbers	

(4) FORM OF OFFER AND ACCEPTANCE

TENDER NO: 286S/2022/23 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

OFFER: (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* ("the tenderer")	
Trading as (if different from above)	

AND WHO IS represented herein by: (full names of signatory)

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule**.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorised)

Date

INITIALS OF CITY OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: 286S/2022/23 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

ACCEPTANCE (TO BE FILLED IN BY THE CITY OF CAPE TOWN)

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions of contract. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

- (7) & (8): Special and General Conditions of Tender
- (5) Price schedule
- 13: Specifications

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms of the conditions of contract identified in the special contract conditions. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the parties have signed the table below and confirms receipt from the employer of one fully completed original copy of this agreement, including the schedule of deviations (if any). The tenderer (now supplier) shall within five working days of the agreement coming into effect notify the employer in writing of any reason why he cannot accept the contents of this agreement as a complete and accurate memorandum thereof, failing which the agreement presented to the contractor shall constitute the binding contract between the parties.

The Parties	Employer	Supplier
Business Name		
Business Registration		
Tax number (VAT)		
Physical Address		
Accepted contract sum including tax		
Accepted contract duration		
Signed – who by signature hereto warrants authority		
Name of signatory		
Signed: Date		
Signed: Location		
Signed: Witness		
Name of Witness		

FORM OF OFFER AND ACCEPTANCE (continued)

(TO BE FILLED IN BY THE CITY OF CAPE TOWN)

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject

Details

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.....
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2 Subject

Details

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.....
.....

3 Subject

Details

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.....
.....

4 Subject

Details

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.....

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

(5) PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

NO PRICING IS REQUIRED AT TENDERING STAGE. A SECONDARY COMPETITIVE PROCUREMENT PROCESS

INITIALS OF CITY OFFICIALS		
1	2	3

(6) SUPPORTING SCHEDULES**Schedule 1: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums**

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:

Account Holder: _____

Financial Institution: _____

Branch Code: _____

Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to List of other documents attached by tenderer schedule.

Schedule 2: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing ? (Please mark with X)

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

1.1 If YES, submit audited annual financial statements:

- (i) for the past three years, or
(ii) since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of other documents attached by tenderer** schedule.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? (Please mark with X)

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

- 2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

- 2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? (Please mark with X)

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

3.1 If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of other documents attached by tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? (Please mark with X)

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

4.1 If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule 3: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Definitions

The following definitions shall apply to this schedule:

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PROMOTION OF MICRO AND SMALL ENTERPRISES	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

For official use.

SIGNATURE OF CITY OFFICIALS AT
TENDER OPENING

1.	2.	3.
----	----	----

Schedule 4: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town during the twelve months after the City employee has left the employ of the City, or
 - 1.4 from an entity who has employed a former City employee who was at a level of T14 or higher at the time of leaving the City's employ and involved in any of the City's bid committees for the bid submitted, if:
 - 1.4.1 the City employee left the City's employment voluntarily, during a period of 12 months after the City employee has left the employ of the City;
 - 1.4.2 the City employee left the City's employment whilst facing disciplinary action by the City, during a period of 24 months after the City employee has left the employ of the City, or any other period prescribed by applicable legislative provisions, after having left the City's employ.
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 tenderer 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 tenderer or his or her representative:.....
 - 3.2 Identity Number:.....
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company or Close Corporation 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
 - 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 tenderer 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

3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the City of Cape Town in the past twelve months? **YES / NO**

3.15.1 If yes, furnish particulars

3.16 Do you have any employees who was in the service of the City of Cape Town at a level of T14 or higher at the time they left the employ of the City, and who was involved in any of the City's bid committees for this bid? **YES / NO**

3.16.1 If yes, furnish particulars

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

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

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) an executive 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.

Schedule 5: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. (Please mark with X)

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

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Please mark with X)

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

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, please contact the following:

the City's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule 6: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent 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) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (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). 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.	Yes ☐	No ☐
2.1.1	If so, furnish particulars:		
2.2	Is the tenderer or any of its directors/members 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) or Database of Restricted Suppliers? 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.	Yes ☐	No ☐
2.2.1	If so, furnish particulars:		
2.3	Was the tenderer or any of its directors/members 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?	Yes ☐	No ☐

2.3.1	If so, furnish particulars:		
Item	Question	Yes	No
2.4	Does the tenderer 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 ☐	No ☐
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer 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 ☐	No ☐
2.7.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, , restriction of the tenderer or the exercise by the employer of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule 7: Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town

To: THE CITY MANAGER, CITY OF CAPE TOWN

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CITY OF CAPE TOWN

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;
- d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Physical Business address(es) of the tenderer	Municipal Account number(s)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

NOT APPLICABLE

Schedule 9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender **TENDER NO: 286S/2022/23 - APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN**, in response to the tender invitation made by **THE CITY OF CAPE TOWN**, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of : _____ (Name of tenderer)

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 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 tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
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 tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature

Date

Name (PRINT)

(For and on behalf of the Tenderer (duly authorised))

(¹ Consortium: 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.)

Schedule 10: Price Basis for Imported Resources

NOT APPLICABLE

Schedule 11: Schedule of Pre-Qualification Criteria Sub-Contractors

NOT APPLICABLE

Schedule 12: List of other documents attached by tenderer

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule 13: Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

Schedule 14: Information to be provided with the tender

The following information shall be provided with the Tender:

- a) Include all services to be provided by the tenderer according to the category/ies of the Specifications that fits the tenderer's offering and experience. The services / fields of specialisation requested below are by no means exhaustive. It is essential that in order for the City to obtain the full range of services, details should address the full range of requirements to offer in order to host a successful event according to the standard the City requires. Should there be insufficient space provided below for any other services, of such services must be provided for in a covering letter.
- b) The tenderer must add a proposal to this document. The proposal should consist of the full service with all specifications of each category the tenderer wish to be considered for. The proposal is required to extend and explain the service provider's offering with proof, images and examples where required to compliment this contract. A breakdown of services on offer is required to show each logistical element in the tenderer's proposal.
- c) The tenderer must mention and provide proof of all compliance documents, obligations and safety and security risks set forth or implied to, that complies with the national act and by-law. These documents can be added to this document as annexures.
- d) The successful tenderer is required to perform all tasks listed against each item per category. The tenderer must therefore complete the Service list with all the services they should accommodate to fulfil the tasks as stipulated in the specifications of this tender. The tenderer will be evaluated on the service they can offer per category they apply for.
- e) Tenderer to complete all services per field of each category they choose to be considered responsive.
- f) The City hosts different events with different concepts and therefore the tenderer must complete the examples they comply with and can deliver successfully on. Please be reminded that Council reserve the right to make changes to the tenderer's proposal or cancel parts of the specifications. Council also reserves the right to change the proposed programmes of a tenderer. It is safe to reflect real services and goods and not estimated as this document should be a true reflection of the logistics and coordination functions with staff compliment to host an event that complies with the National Safety at Sport and Recreation Events Act, City's Events Policy and Events By-law :
- g) The service is divided into 3 categories as follows:
 - **Category 1:** catering for corporate events where dignitaries, mayor and/or mayoral committee members officiate
 - **Category 2:** catering for corporate events where dignitaries such the mayor, mayoral committee, senior councillor or executive directors and directors attend or officiate
 - **Category 3:** catering for corporate events in a more informal style where executive management may or may not be in attendance, but might be represented by a senior councillor, and/or official
- h) The City reserves the right to appoint responsive service providers per category or for all categories as they may choose to tender for any categories listed in this tender document.
- i) No price, rates, amounts or and costs are required in this tender. The purpose of this tender is to establish the list of approved service providers as indicated in section 13 below.

CATEGORY 1: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES, MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE

RETURNABLE SCHEDULE 14.1.1 – PAST EXPERIENCE

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

- List the name of the event with **at least 5 different catering types** with relevant details as part of the experience and provide contact details.

List 5 events of past experience and complete with the required information :	
1. Name of Event	
Type of catering provided: CHOOSE ONE PER EXAMPLE - Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) - Formal 1 – 5 course sit-downs with waitron service - Buffet style with- or without waitron service - Platters with- or without waitron service (or delivery only) - Bar set-up and services - Finger snacks / cocktail receptions with and without waitron service - Hot meals - Prepacked meals / delivery (VIP Delegations, executive) - Catering for camps / delivery - Meals for kids' events / delivery - Catering of traditional meals / delivery	
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
2. NAME OF EVENT	
Type of catering provided: CHOOSE ONE PER EXAMPLE	

-Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 5 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name: Phone number: Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
3. NAME OF EVENT	
Type of catering provided: CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 5 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP	

Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name: Phone number: Venue where work was performed:	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
4. NAME OF EVENT	
Type of catering provided: CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 5 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name: Phone number: Venue where work was performed :	
Date of contract	
Value of contract	

<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
5. NAME OF EVENT	
Type of catering provided: CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 5 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name:	
Phone number:	
Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	

SIGNED ON BEHALF OF TENDERER:

RETURNABLE SCHEDULE 14.1.2 CATERING REQUIREMENTS AND MENU BASED ON PAST EXPERIENCE

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering Requirements and Menu		
TYPE OF SERVICE	DETAILS	REMARK: YES/NO/ ATTACHED NO :
Outdoor with tent (our caterers sometimes need to set up a kitchen tent with mayoral events) ANNEXURE 14.1.2	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: Provide images, as evidence, of two (2) events where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor: attach images as evidence Indicate how food was transported and set-up to meet safety requirements	
Formal 1 – 5 course sit-down meals with waitron service ANNEXURE 14.1.2	Your company should have at least five years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five (5) course meal and provide a detailed breakdown of the staff that served the 5 course meal: attach menu as evidence and provide a list	
Buffet style with- or without waitron service ANNEXURE 14.1.2	Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 500 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach menu as evidence and provide a list Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture for the serving station: provide a plan and images as evidence	
Platters with- or without	You could be required to prepare	

waitron service (or delivery only) ANNEXURE 14.1.2	and serve catering platters with a variety of ten (10) items per person for 500 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for 500 guests and mention how many waiters were required to serve the guests: attach a menu as evidence	
Bar set-up and services ANNEXURE 14.1.2	You could be required to set-up a Bar Service with professional bar furniture for 500 guests: Provide images as evidence of a list of bar counters and gear your company previously used for catering to 500 guests including mixing gear, ice maker and ice buckets at tables: provide images Provide evidence of a list of bar tenders/staff and waiters your company used for 500 guests at the event: provide a list Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 500 guests: provide a list	
Finger snacks / cocktail receptions with and without waitron service ANNEXURE 14.1.2	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 500 guests and mention how many waiters were required to serve guests at this event: attach a menu as evidence	
Hot meals/fork meals ANNEXURE 14.1.2	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for 500 guests and mention how the food was kept hot until serving time: attach a menu as evidence	
Prepacked meals /	Catering services can be required	

delivery (VIP Delegations, executive) ANNEXURE 14.1.2	at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcel menu with packaging that your company catered for 500 guests: attach a menu as evidence Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence	
Catering for camps / delivery ANNEXURE 14.1.2	Catering services for camping over a weekend can be required: Provide evidence of a menu your company catered for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence	
Meals for kids/youth events / delivery ANNEXURE 14.1.2	Catering services can be required for various age groups: Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence	
Catering of traditional meals / delivery ANNEXURE 14.1.2	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests	
Table Décor	Décor services can be required at	

ANNEXURE 14.1.2	events. Provide images, as evidence, of table décor your company has done in the past for 500 guests: Cocktail tables: informal setting Café tables: informal setting Rectangular formal setting Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance	
Logistical Requirements to ensure a professional catering service at an event ANNEXURE 14.1.2	Catering services can include various logistical requirements. Provide images as evidence of which elements of the below logistical requirements your company was responsible for: Waste management: provide a plan as evidence Coffee and tea variety: provide a list as evidence Fencing: provide an image as evidence Tent: provide an image as evidence Flooring: provide an image as evidence Transport of food: advise how food was transported to the venue for example 500 guests to ensure healthy, clean and fresh food	
Indoor/outdoor set-up ANNEXURE 14.1.2	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 500 guests, around the stage in an indoor venue: Provide a layout of the venue with lounge pockets and cocktail tables around the stage List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event Provide evidence of a permit you have done for an event you catered at	

	Provide proof that you have coordinated medical services at an event Provide a plan of how you have put health measures in place at an event, e.g. ablutions Provide a plan of how you ensure cooling and heating of food at an event Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer and permit if required	
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SIGNED ON BEHALF OF TENDERER:

RETURNABLE SCHEDULE 14.1.3: EQUIPEMENT INVENTORY THE CATERER HAS ACCESS TO**(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

ITEM	DETAIL	QUANTITY AVAILABLE/IMAGES
Tables	Provide images and quantities available where applicable: • Cocktail • Rectangular • Trestle • round (sizes) Other :	
Table linen	Provide images and quantities available where applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc • Skirts to dress tables Other :	
Chairs & colours	Provide images and quantities available where applicable: • Plastic • Classic • tiffany • wooden • cafe Other :	
Chair covers & colours	Provide images and quantities available where applicable: • Black • White • tie backs Other :	
Lounge furniture	Provide images and quantities available where applicable: • Couches • coffee tables • ottomans • carpets, red carpets Other:	
Props & Flowers	Provide images and quantities available where applicable: • Plinths,	

	• Registration plinths • chandeliers • items for centre pieces • table décor pieces • flowers for the stage • Flowers as centre pieces Other :	
Draping & colours & type of fabric	Provide images and quantities available where applicable: • frameworks for draping • roof draping • Swags • Safety gear Other :	
Decorative fencing	Provide images and quantities available where applicable: • Stanchions • Picket fencing Other :	
Decorative lighting & colours	Provide images and quantities available where applicable: • Parcan • uplighters • fairy lights Other:	
Bar set up, equipment and service	Provide images and quantities available where applicable: • Bar counters • Bar accessories list, eg mixing gear, ice maker and Ice buckets at tables • Bar Tenders and bar waiters available for how many attendees Other:	
Satellite kitchen set up and equipment	Provide images and quantities available where applicable: All detail to provide a satellite kitchen: eg, tent, safety equipment, appliances, etc	
Coffee / tea stations	Provide images and quantities available where	

	applicable: • Coffee grinders • coffee machines - urns	
Crockery –	Provide images and quantities available where applicable: List items and designs available :	
Cutlery -	Provide images and quantities available where applicable: List items and designs available :	
Vases	Provide images and quantities available where applicable: Shapes, sizes, colours	
Ovens & Chaffing dishes	Provide images and quantities available where applicable: Different sizes for different use :	
Heating	Provide images and quantities available where applicable: List please : • ovens • hot trays • microwave ovens Other :	
Cold Facilities :	Provide images and quantities available where applicable: fridges, etc to keep food room temperature or cold	
Room temperature logistics	Provide images and quantities available where applicable: List please : • Heaters • Outdoor heaters • Fans • Air condition units	
Generators	Provide images and quantities available where applicable: • Generators for kitchen service • Electrical leads • Electrician • Db boards	

Vehicles	Provide images and quantities available where applicable: • List vehicles	
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SIGNED ON BEHALF OF TENDERER:

**RETURNABLE SCHEDULES 14.1.4 STAFF COMPLEMENT
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

Compulsory to complete the Staff Complement List: details required of your staff compliment you have access to, including chefs, waiters, vehicle drivers and administration to secure good quality and safe catering services:

STAFF COMPLEMENT				
Role : Job Title	PERMANENT (✓ if applicable)	NON- PERMANENT (✓ if applicable)	Responsibilities	YEARS RELEVANT EXPERIENCE OF
Supervisor				
Driver				
Head Chef/chef				
Waiters				
Accountant				

Creative Décor Officers				
Hospitality Manager				
Other				
TOTALS	Total Permanent	Total Non-Permanent		

SIGNED ON BEHALF OF TENDERER:

CATEGORY 2: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS AND DIRECTORS ATTEND OR OFFICIATE

**RETURNABLE SCHEDULE 14.2.1 – PAST EXPERIENCE
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

- List the name of the event with **at least 5 different catering types** with relevant details as part of the experience and provide contact details.

List 5 events of past experience and complete with the required information :	
1. Name of Event	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name :	
Phone number :	
Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with quests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
2. NAME OF EVENT	
Type of catering provided : CHOOSE	

ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
3. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service	

-Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
4. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	

Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
5. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name :	
Phone number :	
Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	

SIGNED ON BEHALF OF TENDERER:

**REFER TO RETURNABLE SCHEDULE 14.2.2 CATERING REQUIREMENTS AND MENU BASED
ON PAST EXPERIENCE
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

Catering Requirements and Menu		
TYPE OF SERVICE	DETAILS	
Catering that needs kitchen for preparing of food (our caterers sometimes need to set up a kitchen to dish up or prepare platters (not cooking)) Attachment No 14.2.2	It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food: provide a list Indicate how the food was transported and set-up to meet safety requirements: provide a plan and images as evidence	
Formal 1 – 3 course sit-down meals with waitron service Attachment No 14.2.2	Your company should have at least 5 years' experience in formal lunches or dinners with 300 and more guests: Provide a menu, as evidence, for 300 guests where you did a 3 course meal and provide a detailed breakdown of the staff that served the 3 course meal: attach menu as evidence and provide a list	
Buffet style with- or without waitron service Attachment No 14.2.2	Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 300 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach menu as evidence and provide a list Indicate how the serving	

	stations were set-up and coordinated and provide images of the themed furniture used for the serving station: provide a plan and images as evidence	
Platters with- or without waitron service (or delivery only) Attachment No 14.2.2	You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 300 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for 300 guests and mention how many waiters were required to serve the guests: attach menu as evidence	
Bar set-up and services Attachment No 14.2.2	You could be required to set-up a Bar Service with professional bar furniture for 300 guests: Please images as evidence of a list of bar counters and gear your company previously used for catering to 300 guests including mixing gear, ice maker and ice buckets at tables: provide images Provide evidence of a list of bar tenders/staff and waiters your company used for 300 guests: provide a list Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 300 guests: provide a list	
Finger snacks / cocktail receptions with and without waitron service Attachment No 14.2.2	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 300 guests and mention how many waiters were required	

	to serve guests at this event: attach a menu as evidence	
Hot meals/fork meals Attachment No 14.2.2	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for 300 guests and mention how the food was kept hot until serving time: attach a menu as evidence	
Prepacked meals / delivery (VIP Delegations, executive) Attachment No 14.2.2	Catering services can be required at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence	
Catering for camps / delivery Attachment No 14.2.2	Catering services for camping over a weekend can be required: Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence	
Meals for kids/youth events / delivery Attachment No 14.2.2	Catering services can be required for various age groups: Provide evidence of a creative menu your company	

	did for 200 youth: attach a menu as evidence Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence	
Catering of traditional meals / delivery Attachment No 14.2.2	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests	
Table Décor Attachment No 14.2.2	Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 300 guests: Cocktail tables: informal setting Café tables: informal setting Rectangular formal setting Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance	
Logistical Requirements to ensure a professional catering service at an event Attachment No 14.2.2	Catering services can include various logistical requirements. provide evidence of which elements of the below logistical requirements your company was responsible for: Waste management: provide a plan as evidence Coffee and tea variety: provide a list as evidence Fencing: provide an image as evidence Tent: provide an image as evidence	

	Transport of food: advise how food was transported to the venue for example 300 guests to ensure healthy, clean and fresh food	
Indoor/outdoor set-up Attachment No 14.2.2	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 300 guests, around the stage in an indoor venue: Provide a layout of the venue with lounge pockets and cocktail tables around the stage List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event Provide evidence of a permit you have done for an event you catered at Provide proof that you have coordinated medical services at an event Provide a plan of how you have put health measures in place at an event, e.g. ablutions Provide a plan of how you ensure cooling and heating of food at an event Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer and permit, if required	

SIGNED ON BEHALF OF TENDERER:

REFER TO RETURNABLE SCHEDULE 14.2.3 EQUIPMENT INVENTORY THE TENDERER HAS ACCESS TO

(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipment Inventory		
ITEM	LIST	REMARKS : Yes/No & Images
Tables	Provide images and quantities available where applicable: • Cocktail • Rectangular • Trestle • round (sizes) • Other :	•
Table linen	Provide images and quantities available where applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc • Skirts to dress tables • Other :	•
Chairs & colours	Provide images and quantities available where applicable: • Plastic • Classic • tiffany • wooden • cafe • Other :	•
Chair covers & colours	Provide images and quantities available where applicable: • Black • White • tie backs • Other :	•

Lounge furniture	Provide images and quantities available where applicable: • Couches • coffee tables • ottomans • carpets, red carpets • Other:	•
Props & Flowers	Provide images and quantities available where applicable: • Plinths • Registration plinths • chandeliers • items for centre pieces • table décor pieces • flowers for stage • Flowers as centre pieces • Other :	•
Draping & colours & type of fabric	Provide images and quantities available where applicable: • frameworks for draping • roof draping • Swags • Safety gear • Other :	•
Decorative fencing	Provide images and quantities available where applicable: • Stanchions • Picket fencing • Other :	•
Decorative lighting & colours	Provide images and quantities available where applicable: • Parcan • uplighters • fairy lights • Other :	•

Bar set up, equipment and service	Provide images and quantities available where applicable: • Bar counters • Bar accessories list, eg mixing gear, ice maker and Ice buckets at tables • Bar Tenders and bar waiters available for how many attendees • Other :	•
Satellite kitchen set up and equipment	Provide images and quantities available where applicable: • All detail to provide a satellite kitchen:	•
Coffee / tea stations	Provide images and quantities available where applicable: • Coffee grinders • coffee machines • urns	•
Crockery –	Provide images and quantities available where applicable: • List items and designs available :	•
Cutlery -	Provide images and quantities available where applicable: • List items and designs available :	•
Vases	Provide images and quantities available where applicable: • Shapes, sizes, colours	•
Cambo (insulated boxes)	Provide images and quantities available where applicable: • List please :	•
Ovens & Chaffing dishes	Provide images and quantities available where applicable: • Different sizes for different use :	•
Heating :	Provide images and quantities available where applicable: List please : • ovens	•

	• hot trays • microwave ovens • Other :	
Cold Facilities :	Provide images and quantities available where applicable: • fridges, etc. to keep food room temperature or cold	•
Room temperature logistics	Provide images and quantities available where applicable: List please: • Heaters • Outdoor heaters • Fans • Air condition units	•
Generators	Generators for kitchen service • Electrical leads • Electrician • Db boards	•
Kitchen utensils	Provide images and quantities available where applicable • List utensils	•
Vehicles	Provide images and quantities available where applicable • List vehicles	•

SIGNED ON BEHALF OF TENDERER:

RETURNABLE SCHEDULES 14.2.4 STAFF COMPLEMENT
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Compulsory to complete the Staff Complement List : details required of your staff compliment you have access to, including chefs, waiters, vehicle drivers and administration to secure good quality and safe catering services :

STAFF COMPLEMENT				
Role : Job Title	PERMANENT (✓ if applicable)	NON-PERMANENT (✓ if applicable)	Responsibilities	YEARS OF REL EVANT EXPERIENCE
Supervisor				
Driver				
Head Chef/chef				
Waiters				
Accountant				
Creative Décor Officers				
Hospitality Manager				

Other				
TOTALS	Total Permanent	Total Non- Permanent		

SIGNED ON BEHALF OF TENDERER:

CATEGORY 3: CATERING FOR CORPORATE EVENTS IN A MORE INFORMAL STYLE WHERE EXECUTIVE MANAGEMENT MAY OR MAY NOT BE IN ATTENDANCE, BUT MIGHT BE REPRESENTED BY A SENIOR COUNCILLOR, AND/OR OFFICIAL

**RETURNABLE SCHEDULE 14.3.1 – PAST EXPERIENCE
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

- List the name of the event with **at least 5 different catering types** with relevant details as part of the experience and provide contact details.

List 5 events of past experience and complete with the required information :	
1. Name of Event	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name :	
Phone number :	
Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
2. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron	

service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
3. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	

Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
4. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	
5. NAME OF EVENT	
Type of catering provided : CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)	

-Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery	
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)	
Client contact name : Phone number : Venue where work was performed :	
Date of contract	
Value of contract	
<u>Please indicate for what level of event with guests the catering was provided for :</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event	

SIGNED ON BEHALF OF TENDERER:

**REFER TO RETURNABLE SCHEDULE 14.3.2 CATERING REQUIREMENTS AND MENU BASED
ON PAST EXPERIENCE
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER) :**

TYPE OF SERVICE	DETAILS	REMARK : YES/NO ATTACHMENT NO :
Catering that needs kitchen for preparing of food (our caterers sometimes need to set up a kitchen to dish up or prepare platters (not cooking) Attachment No 14.3.2	It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food: provide a list as evidence Indicate how the food was transported and set-up to meet safety requirements: provide a plan and images as evidence	
Formal 1 – 3 course sit-down meals with waitron service Attachment No 14.3.2	Your company should have at least 3 years' experience in formal lunches or dinners with 300 and more guests: Provide a menu, as evidence, for 300 guests where you did a three (3) course meal and provide a detailed breakdown of the staff that served the 3 course meal: attach a menu as evidence and provide a list	
Buffet style with- or without waitron service Attachment No 14.3.2	Buffet style dinners with a spread of starters, main course with at least two (2) meats and variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 300 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach a menu as evidence and provide a list Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture used for the serving station: provide a plan and images as evidence	
Platters with- or without waitron service (or delivery only)	You could be required to prepare and serve catering platters with a variety of ten (10) items per person	

Attachment No 14.3.2	for 300 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for the largest amount of guests you have catered for and mention how many waiters were require to serve the guests: attach menu as evidence	
Bar set-up and services Attachment No 14.3.2	You could be required to set-up a Bar Service with professional bar furniture for 300 guests: Provide images, as evidence of a list of bar counters and gear your company used for catering to 300 guests including mixing gear, ice maker and ice buckets at tables: provide images as evidence Provide evidence of a list of bar tenders/staff and waiters your company used for 300 guests: provide a list as evidence Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 300 guests: provide a list as evidence	
Finger snacks / cocktail receptions with and without waitron service Attachment No 14.3.2	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception for the largest amount of guests you have catered for and mention how the food was kept hot until serving time: attach a menu as evidence	
Hot meals/fork meals Attachment No 14.3.2	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for the largest amount you have catered for and mention how the food was kept hot until serving time: provide evidence of menu	
Prepacked meals / delivery (VIP Delegations, executive) Attachment No 14.3.2	Catering services can be required at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence Provide evidence of a food parcel	

	menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan that you used for a suggested set-up where 300 pre-packed meals were distributed at an event: provide a plan as evidence	
Catering for camps / delivery Attachment No 14.3.2	Catering services for camping over a weekend can be required: Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where packaged, transported and handed out the required services: provide a plan as evidence	
Meals for kids/youth events / delivery Attachment No 14.3.2	Catering services can be required for various age groups: Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence Provide a plan where packaged, transported and handed out the required services: provide a plan as evidence	
Catering of traditional meals / delivery Attachment No 14.3.2	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests	
Table Décor Attachment No 14.3.2	Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 300 guests: Cocktail tables: informal setting Café tables: informal setting Rectangular formal setting Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance	
Logistical requirements to ensure a professional catering	Catering services can include various logistical requirements.	

service at an event Attachment No 14.3.2	provide evidence of which elements of the below logistical requirements your company was responsible for: Waste management: provide a plan as evidence Coffee and tea variety: provide a list as evidence Fencing: provide an image as evidence Tent: provide an image as evidence Transport of food: advise how food was transported to the venue for example 300 guests to ensure healthy, clean and fresh food	
Indoor/outdoor set-up Attachment No 14.3.2	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 300 guests, around the stage in an indoor venue: Provide a layout of the venue with lounge pockets and cocktail tables around the stage List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event Provide evidence of a permit you have done for an event you catered at Provide proof that you have coordinated medical services at an event Provide a plan of how you have put health measures in place at an event, e.g. ablutions Provide a plan of how you ensure cooling and heating of food at an event Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer and permit, if required	

SIGNED ON BEHALF OF TENDERER:

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RETURNABLE SCHEDULE 14.3.3 EQUIPMENT INVENTORY THE TENDERER HAS ACCESS TO**(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

Equipment Inventory		
ITEM	LIST	REMARKS: YES/NO Attachment No
Tables	Provide images and quantities available if applicable: • Cocktail • Rectangular • Trestle • Round (sizes) Other:	•
Table linen	Provide images and quantities available if applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc. • Skirts to dress tables Other:	•
Chairs & colours	Provide images and quantities available if applicable: • Plastic • Classic • Tiffany • Wooden • Café Other:	•
Chair covers & colours	Provide images and quantities available if applicable: • Black • White • Tie backs Other:	•
Lounge furniture	Provide images and quantities available if applicable: • Couches • Coffee tables • Ottomans • Carpets, red carpets Other:	•

Props & flowers	Provide images and quantities available if applicable: • Plinths • Registration plinths • Chandeliers • Items for centre pieces • Table décor pieces • Flowers for stage • Flowers as centre pieces Other:	•
Draping & colours & type of fabric	Provide images and quantities available if applicable: • Frames for draping • Roof draping • Swags • Safety gear Other:	•
Decorative fencing	Provide images and quantities available if applicable: • Stanchions • Picket fencing Other:	•
Decorative lighting & colours	Provide images and quantities available if applicable: • Parcan • Uplighters • Fairy lights Other:	•
Bar set-up, equipment & service	Provide images and quantities available if applicable: • Bar counters • Bar accessories list, e.g. mixing gear, ice maker & ice buckets at tables • Bar Tenders & bar waiters available for how many attendees Other:	•
Satellite kitchen set-up & equipment	Provide images and quantities available if applicable:	•

	All details to provide a satellite kitchen	
Coffee/tea stations	Provide images and quantities available if applicable: - Coffee grinders - Coffee machines - Urns	•
Crockery	Provide images and quantities available if applicable: List items & designs available	•
Cutlery	Provide images and quantities available if applicable: List items & designs available	•
Vases	Provide images and quantities available if applicable: Shapes, sizes, colours	•
Combo (insulated boxes)	Provide images and quantities available if applicable: List items please	•
Ovens & chaffing dishes	Provide images and quantities available if applicable: Different sizes for different use	•
Heating	Provide images and quantities available if applicable: - Ovens - Hot trays - Microwave ovens	•
Cold facilities	Provide images and quantities available if applicable: Fridges, etc. to keep food room temperature or cold	•
Room temperature logistics	Provide images and quantities available if applicable: - Heaters - Outdoor heaters - Fans	•

	• Air condition units	
Generators	Provide images and quantities available if applicable: • Generators for kitchen service • Electrical leads • Electrician • Db boards	•
Vehicles	Provide images and quantities available if applicable: • List vehicles	•

SIGNED ON BEHALF OF TENDERER:

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**RETURNABLE SCHEDULES 14.3.4 STAFF COMPLEMENT
(TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)**

Compulsory to complete the Staff Complement List : details required of your staff compliment you have access to, including chefs, waiters, vehicle drivers and administration to secure good quality and safe catering services :

STAFF COMPLEMENT				
Role : Job Title	PERMANENT (✓ if applicable)	NON- PERMANENT (✓ if applicable)	Responsibilities	YEARS OF RELEVANT EXPERIENCE
Supervisor				
Driver				
Head Chef/Chefs				
Hospitality Manager				
Casual				
Waiters				
Creative Décor Officer				
Other				
TOTALS	Total Permanent	Total Non-Permanent		

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

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TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
SCM - 542	Approved by Branch Manager: 03/04/2020	Version: 8	Page 102 of 66

TENDER NO: 286S/2022/23

**TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE
PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN**

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT OF CONTRACT UNTIL 30 JUNE 2027

VOLUME 3: DRAFT CONTRACT

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 3: DRAFT CONTRACT

(7) SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this Contract:

1. Definitions

Delete Clause 1.15 and substitute with the following

- 1.15 The word 'Goods' is to be replaced everywhere it occurs in the GCC with the phrase 'Goods and / or Services' which means all of the equipment, machinery, materials, services, products, consumables, etc. that the supplier is required to deliver to the purchaser under the contract. This definition shall also be applicable, as the context requires, anywhere where the words "supplies" and "services" occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word 'Order' is to be replaced everywhere it occurs in the GCC with the words 'Purchase Order' which means the official purchase order authorised and released on the purchaser's SAP System

Delete Clause 1.21 and substitute with the following:

- 1.21 'Purchaser' means the **City of Cape Town**. The address of the Purchaser is **12 Hertzog Boulevard, Cape Town, 8001**.

Add the following after Clause 1.25:

- 1.26 'Supplier' means any provider of goods and / or services with whom the contract is concluded
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 All parties in a joint venture or consortium shall be jointly and severally liable to the purchaser in terms of this contract and shall carry individually the minimum levels of insurance stated in the contract, if any.
- 3.4 The parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the delivery of the goods and give all notices and pay all charges required by such authorities.
- 3.4.1 The parties agree that this contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, **save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract.** Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available to it as described in the SCM Policy.

3.5 The **supplier** shall:

- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the order:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11)
 - c) Initial delivery programme
 - d) Other requirements as detailed in the tender documents
- 3.5.2 Only when notified of the acceptance of the bid by the issuing of the order, the supplier shall commence with and carry out the delivery of the goods in accordance with the contract, to the satisfaction, of the purchaser
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the goods including any temporary services that may be required
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the goods
- 3.5.5 Be continuously represented during the delivery of the goods by a competent representative duly authorised to execute instructions;
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy
- 3.5.7 Comply with all written instructions from the purchaser subject to clause 18
- 3.5.8 Complete and deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21
- 3.5.9 Make good at his own expense all incomplete and defective goods during the warranty period
- 3.5.10 Pay to the purchaser any penalty for delay as due on demand by the purchaser. The supplier hereby consents to such amounts being deducted from any payment to the supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the goods in accordance with the contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The **purchaser** shall:
- 3.6.1 Issue orders for the goods required under this Contract. No liability for payment will ensue for any work done if an official purchase order has not been issued to the supplier.
- 3.6.2 Make payment to the **supplier** for the goods as set out herein.
- 3.6.3 Take possession of the goods upon delivery by the supplier.
- 3.6.4 Regularly inspect the goods to establish that it is being delivered in compliance with the contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the supplier including any relevant advice to assist the supplier to understand the contract documents.
- 3.6.6 Grant or refuse any extension of time requested by the supplier to the period stated in clause 10.
- 3.6.7 Inspect the goods to determine if, in the opinion of the purchaser, it has been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

- 5.5 Copyright of all documents prepared by the supplier in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to contract shall be vested in the purchaser. Where copyright is vested in the supplier, the purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the contract and need not obtain the supplier's permission to copy for such use. Where copyright is vested in the purchaser, the supplier shall not be liable in any way for the use of any of the information other than as originally intended for the contract and the purchaser hereby indemnifies the supplier against any claim which may be made against him by any party arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the supplier and paid for by the purchaser shall, after payment, vest with the purchaser

- 5.6 Publicity and publication

The supplier shall not release public or media statements or publish material related to the services or contract within two (2) years of completion of the services without the written approval of the purchaser, which approval shall not be unreasonably withheld.

- 5.7 Confidentiality

Both parties shall keep all information obtained by them in the context of the contract confidential and shall not divulge it without the written approval of the other party.

- 5.8 Intellectual Property

- 5.8.1 The supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Employer.

- 5.8.2 The supplier hereby assigns to the Employer, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the contract, unless the Parties expressly agree otherwise in writing.

- 5.8.3 The supplier shall, and warrants that it shall:

- 5.8.3.1 not be entitled to use the Employer's Intellectual Property for any purpose other than as contemplated in this contract;

- 5.8.3.2 not modify, add to, change or alter the Employer's Intellectual Property, or any information or data related thereto, nor may the supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Employer;

- 5.8.3.3 not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Employer;

- 5.8.3.4 comply with all reasonable directions or instructions given to it by the Employer in relation to the form and manner of use of the Employer Intellectual Property, including without limitation, any brand guidelines which the Employer may provide to the supplier from time to time;

- 5.8.3.5 procure that its employees, directors, members and contractors comply strictly with the provisions of clauses 5.8.3.1 to 5.8.3.3 above;

unless the Employer expressly agrees thereto in writing after obtaining due internal authority.

- 5.8.4 The supplier represents and warrants to the Employer that, in providing goods, services or both, as the case may be, for the duration of the contract, it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Employer from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the supplier of any third party's Intellectual Property rights.

- 5.8.5 In the event that the contract is cancelled, terminated, ended or is declared void, any and all of the Employer's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Employer by the supplier and no copies thereof shall be retained by the supplier unless the Employer expressly and in writing, after obtaining due internal authority, agrees otherwise.

7. Performance Security

Delete clause 7.1 to 7.4 and replace with the following:

'Not Applicable'. Tenderers must disregard **Form of Guarantee / Performance Security** and are not required to complete same.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

- 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 purchaser or an organisation acting on behalf of the purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The time for delivery of the goods shall be the date as stated on the order. Orders for the supply and delivery of goods may be raised up until the expiry of a framework agreement bid, provided that the goods can be delivered within 30 days of expiry of the framework contract. All orders, other than for the supply and delivery of goods, must be completed prior to the expiry of the contract period.
- 10.2 The purchaser shall determine, in its sole discretion, whether the goods have been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the purchaser determines that the goods have been satisfactorily delivered, the purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of acceptance of the goods.

11. Insurance

Add the following after clause 11.1:

- 11.2 Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following additional insurances:
- a) Public liability insurances, in the name of the supplier, covering the supplier and the purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **R20 million** for any single claim;
 - b) Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
 - c) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself (see **Proof of Insurance / Insurance Broker's Warranty** section in document for a pro forma version).
 - d) Professional indemnity insurance providing cover in an amount of not less than R5 million in respect of each and every claim during the contract period. **(Not applicable)**

In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the CCT will retain its right of recourse against the supplier.

- 11.3 The supplier shall be obliged to furnish the CCT with proof of such insurance as the CCT may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the **Proof of Insurance / Insurance Broker's Warranty** section of the document or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

- 15.2 This warranty for this contract shall remain valid for **six (6) months** after the goods have been delivered.
(Not Applicable)

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

- 16.1 A monthly payment cycle will be the norm. All invoices which are dated on or before the 20th of a particular month will typically be paid between the 23rd and 26th of the following month. The supplier may submit a fully motivated application regarding more frequent payment to the Employer's Director: Expenditure for consideration. Requests for more frequent payments will be considered at the sole discretion of the Employer and is not a right in terms of this contract.

Delete Clause 16.2 in its entirety and replace with the following:

- 16.2 The supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

- 16.5 Notwithstanding any amount stated on the order, the supplier shall only be entitled to payment for goods actually delivered in terms of the Project Specification and Drawings, or any variations in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the purchaser.

The CCT is not liable for payment of any invoice that pre-dates the date of delivery of the goods.

- 16.6 The purchaser will only make advanced payments to the supplier in strict compliance with the terms and details as contained on **Proforma Advanced Payment Guarantee** and only once the authenticity of such guarantee has been verified by the City's Treasury Department.

17. Prices

Add the following after clause 17.1

- 17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

- 17.3 If as a result of any extension of time granted the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

- 17.4 The prices for the goods delivered and services performed shall not be subject to contract price adjustment.

- 17.5 If price adjustment for variations in the cost of plant and materials imported from outside of South Africa is provided for in the contract, such adjustment shall be based on the information contained on the schedule titled "**Price Basis for Imported Resources**" and as below. For the purposes of this clause the Rand value of imported Plant and Materials inserted on the schedule titled "**Price Basis for Imported Resources**" (column (F)) shall be the value in foreign currency (column (A)) converted to South African Rand (column (C)) by using the closing spot selling rate quoted by **CCT's** main banker, NEDBANK, on the Base Date (seven calendar days before tender closing date) rounded to the second decimal place (column(B)), to which

shall be added any Customs Surcharge and Customs Duty applicable at that date (columns (D) and (E)).

17.5.1 Adjustment for variations in rates of exchange:

(a) The value in foreign currency inserted in column (A) shall be subject to clause (h) below when recalculating the Rand value.

(b) The rate of exchange inserted in column (B) shall be the closing spot selling rate quoted by Council's main banker, NEDBANK, on the Base Date, rounded to the second decimal place, subject to sub-paragraph (c) below.

(c) If the rate of exchange inserted by the Tenderer differs from the NEDBANK rate referred to above, then the NEDBANK rate shall apply and the Rand value in columns (C) and (F) shall be recalculated accordingly, without altering the price in the Price Schedule for the relevant items.

(d) If a tender from a supplier or sub-contractor provides for variations in rates of exchange, the Supplier may **only** claim for variations in rates of exchange if he binds the supplier or sub-contractor to the same provision to take out forward cover as described in sub-paragraph (e) below.

(e) The Supplier (or sub-contractor) shall within five working days from the date of placing a firm order on an overseas supplier, cover or recover forward by way of a contract with a bank which is an authorised foreign exchange dealer, the foreign exchange component of the cost of any imported Plant and Materials inserted by the Tenderer on the schedule titled "**Price Basis for Imported Resources**".

(f) When the Supplier (or sub-contractor) so obtains forward cover, the Supplier shall immediately notify the CCT of the rate obtained and furnish the CCT with a copy of the foreign exchange contract note.

(g) Based on the evidence provided in sub-paragraph (f) above, the value in Rand inserted in column (C) of on the schedule titled "**Price Basis for Imported Resources**" shall be recalculated using the forward cover rate obtained, and any increase or decrease in the Rand value defined in this clause shall be adjusted accordingly, subject to sub-paragraph (h) below.

(h) The adjustments shall be calculated upon the value in foreign currency in the Supplier's (or sub-contractor's) **forward cover contract**, provided that, should this value exceed the value in foreign currency inserted in column (A) of on the schedule titled "**Price Basis for Imported Resources**", then the value in column (A) shall be used.

17.5.2 Adjustment for variations in customs surcharge and customs duty

(a) Any increase or decrease in the Rand value between the amounts of Customs Surcharge and Customs Duty inserted in on the schedule titled "**Price Basis for Imported Resources**" and those amounts actually paid to the Customs and Excise Authorities, which are due to changes in the percentage rates applicable or to the foreign exchange rate used by the authorities, shall be adjusted accordingly.

(b) The Tenderer shall state the Customs Duty Tariff Reference applicable to each item and the Supplier shall advise the CCT's Agent of any changes which occur.

17.5.3 Adjustment for variation in labour and material Costs

If the prices for imported Plant and Materials are not fixed, the Supplier shall in his Tender specify the formula for calculating Contract Price Adjustments normally used in the country of manufacture and the indices and relative proportions of labour and material on which his Tender prices are based. Evidence of the indices applicable shall be provided with each claim. The indices applicable 42 days before contractual dispatch date from the factory will be used for the purposes of Contract Price Adjustment.

Failure to specify a formula in the Tender shall mean that the prices are fixed or shall be deemed to be fixed.

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the goods, extension of the duration or expansion of the value of the contract that the purchaser issues to the supplier as instructions in writing, subject to prior approval by the purchaser's delegated authority. Should the supplier deliver any goods not described in a written instruction from the purchaser, such work will not become due and payable until amended order has been issued by the purchaser.

20. Subcontracts

Add the following after clause 20.1:

- 20.2 The supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the CCT and the subcontractor, or a responsibility or liability on the part of the CCT to the subcontractor and shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

- 21.2 If at any time during the performance of the contract the supplier or its sub-contractors should encounter conditions beyond their reasonable control which impede the timely delivery of the goods, the supplier shall notify the purchaser in writing, within 7 Days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation, and may at his discretion extend the time for delivery.

Where additional time is granted, the purchaser shall also determine whether or not the supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the supplier and the purchaser, additional time only (no costs) will be granted.

The purchaser shall notify the supplier in writing of his decision(s) in the above regard.

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

22. Penalties

Delete clause 22.1 and replace with the following:

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods 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 as stated herein for each day of the delay until actual delivery or performance.

The penalty for this contract will be detailed in the individual Quotations issued in the secondary procurement competitive phase of the process.

- 22.2 The purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, financial penalties as contained on the **Preference Schedule** relating to breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

if the supplier fails to remedy the breach in terms of such notice

Add the following after clause 23.7:

- 23.8 In addition to the grounds for termination due to default by the supplier, the contract may also be terminated:
- 23.8.1 Upon the death of the supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.
- 23.8.2 The parties by mutual agreement terminate the contract.
- 23.8.3 If an Order has been issued incorrectly, or to the incorrect recipient, the resulting contract may be terminated by the purchaser by written notice
- 23.8.4 If a material irregularity vitiates the procurement process leading to the conclusion of the contract, rendering the procurement process and the conclusion of the resulting contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective, provided the City Manager follows the processes as described in the purchasers SCM Policy.
- 23.8.5 After providing notice to the supplier, if the implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):
- 23.8.5.1 reports of poor governance and/or unethical behaviour;
 - 23.8.5.2 association with known family of notorious individuals;
 - 23.8.5.3 poor performance issues, known to the Employer;
 - 23.8.5.4 negative social media reports; or
 - 23.8.5.5 adverse assurance (e.g. due diligence) report outcomes..
- 23.9 If the contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination must be performed by the relevant party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 The purchaser may make either of the following elections to ensure its rights are protected and any negative impact on service delivery is mitigated:
- 26.1.1 accept a supplier proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms; or
- 26.1.2 terminate the contract, as the liquidator proposed supplier is deemed unacceptable to the purchaser, at any time by giving written notice to the supplier (via the liquidator).
- 26.2 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

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23.1(c), arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the parties. The mediator may meet the parties together or individually to enable a settlement.

Where the parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (b) and replace with the following:

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

28.2 Without detracting from, and in addition to, any of the other indemnities in this contract, the supplier shall be solely liable for and hereby indemnifies and holds harmless the purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the purchaser.

28.3 The supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the working day of delivery
- b) sent by registered mail – five (5) working days after mailing
- c) sent by email or telefax – one (1) working day after transmission

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

In this regard, it is the responsibility of the supplier to submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5).

Add the following after clause 32.3:

32.4 The **VAT registration** number of the City of Cape Town is **4500193497**.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations.

35.1 The supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications. Any failure in this regard may result in a delay in the processing of any payments.

(8) GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

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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 or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised 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 recognised 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 with 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 consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are 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 organisation 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 the 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 the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) 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 the 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.
- 7.2 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 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the 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 organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such 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 analysed 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 the 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 the 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 the SCC.

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

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the 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 the 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 12 (twelve) 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 18 (eighteen) 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 the SCC.

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the 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 the 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 the SCC.

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

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

16.4 Payment will be made in Rand unless otherwise stipulated in the 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 tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

21.2 If at any time during the 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 or her 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 of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) 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 5 (five) 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, Act 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 of 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 subsidised 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 or she 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 or her.

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 notify the purchaser promptly, 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 such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) 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 to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful 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 the 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, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 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, Act 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 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

(9) FORM OF GUARANTEE / PERFORMANCE SECURITY – NOT USED**FORM OF GUARANTEE / PERFORMANCE SECURITY****GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means:

Physical address of Guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R

Amount in words:

"Guaranteed Sum" means: The maximum amount of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no ____: ____ and such amendments or additions to the contract as may be agreed in writing between the parties.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
 - 5.1 the Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or

5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and

5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.

6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, the City of Cape Town shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of the City of Cape Town's bank compounded monthly and calculated from the date payment was made by the Guarantor to the City of Cape Town until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.
12. This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

ANNEXURE**LIST OF APPROVED FINANCIAL INSTITUTIONS**

The following financial institutions are currently (as at 12 October 2021) approved for issue of contract guarantees to the City:

National Banks

ABSA Bank Limited
 FirstRand Bank Limited
 Investec Bank Limited
 Nedbank Limited
 Standard Bank of South Africa Limited

International Banks (with branches in South Africa)

Barclays Bank PLC
 Citibank NA Credit
 Agricole Corporate and Investment Bank
 HSBC Bank PLC
 JPMorgan Chase Bank
 Societe Generale
 Standard Chartered Bank

Insurance Companies

American International Group Inc (AIG)
 Bryte Insurance Company Limited
 Coface SA
 Compass Insurance Company Limited
 Credit Guarantee Insurance Corporation of Africa Limited
 Guardrisk Insurance Company Limited
 Hollard Insurance Company Limited
 Infiniti Insurance Limited
 Lombard Insurance Company Limited
 New National Assurance Company Limited
 PSG Konsult Ltd (previously Absa Insurance)
 Regent Insurance Company Limited
 Renasa Insurance Company Limited Santam Limited

Credit Guarantee Insurance Co.
 Guardrisk Insurance Co.
 Hollard Insurance Company Ltd.
 Infiniti Insurance Limited
 Lombard Insurance
 New National Assurance Co.
 Regent Insurance Co.
 Renasa Insurance Company Ltd.
 Santam Limited
 Zurich Insurance Co.

(10) FORM OF ADVANCE PAYMENT GUARANTEE – NOT USED**ADVANCE PAYMENT GUARANTEE****GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means:

Physical address of guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT) of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the City of Cape Town has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R

Amount in words:

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this Advance Payment Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum advanced by the City of Cape Town has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:
 - 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or

- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and
- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, whereafter no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

(10.1) ADVANCE PAYMENT SCHEDULE – NOT USED

This Advance Payment Schedule is to be read in conjunction with clause 16.6 in the SCC. The purpose of this schedule is to itemise specific plant and materials for which the CCT is prepared to make advance payment to the supplier, subject to the conditions below.

The items of plant and materials which have been identified by the CCT as being suitable for advance payment in terms of the Contract are listed in the table below. Should an item or items be added to the list at tender stage by a tenderer, such item(s) will not be binding on the CCT.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:
DRAFTER TO LIST: Steel gantries for overhead signage	Imported ductile iron pipes
Closed circuit television equipment for road traffic surveillance	Pipes and valves for large diameter pipelines
Precast concrete beams	

Conditions:

- 1) The supplier can only rely on advance payment being permitted by the CCT in respect of the plant and materials listed in the table above. The CCT may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the supplier.
- 2) Advance payment for the purposes of deposits will only be provided up to a limit of [DRAFTER TO SELECT PERCENTAGE: %] of the value of any one item being claimed.
- 3) The supplier shall provide the CCT with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.
- 4) The supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the supplier. The supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the CCT upon request, for the whole value of the item.

(11) OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CITY OF CAPE TOWN (HEREINAFTER CALLED THE "CCT") AND**

..... ,
 (Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I, , representing

..... , as an employer
 in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatory

Signed at on the.....day of.....20

 Witness

 for and on behalf of
 City of Cape Town

(12) INSURANCE BROKER'S WARRANTY (PRO FORMA)

Logo

Letterhead of supplier's Insurance Broker

Date _____

CITY OF CAPE TOWN
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO: 286S/2022/23

TENDER DESCRIPTION: APPOINTMENT OF A PANEL OF EVENT CATERING SERVICE PROVIDERS FOR EVENTS OF THE CITY OF CAPE TOWN

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CITY OF CAPE TOWN with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier's Insurance Broker)

(13) SPECIFICATION(S)**13.1 INTRODUCTION**

The City of Cape Town on an ad-hoc basis require reputable catering companies to provide professional catering services for a variety of events throughout the City that ranges between Community Events, Corporate Events, National and international VIP delegations Events. Therefore the City intends to establish a list of approved service providers to render these services as and when required through the competitive process from the approved list.

Prospective bidders are invited to respond to this request in order to be appointed on a panel of service providers to deliver requested catering services. Bidders can participate in all categories or submit according to their relevant catering experience and capabilities in the hospitality industry. Each response must be accompanied by a detailed company profile in accordance with the specifications and responsive criteria as set out within this document.

Only the successful service providers will be eligible to participate in a competitive process in the event where these services are required. Work is not guaranteed.

The process to be followed to appoint a service provider on the panel:

- Tenderers may choose to tender on all or any of the categories indicated below (Category 1-3)
- Submissions will be evaluated in terms of functionality per category in terms of clause 2.2.1.1.4 of the tender document
- The approved service providers that forms the panel will be called to submit event specific offers for the required services through a competitive procurement quotation process as defined by the SCM policy as and when required.
- Provision of evidence for work done in the past are used in this document for functionality evaluation purposes to form part of the approved service providers panel
- No sub-contracting of the core catering service function will be allowed for this tender

Prospective tenderers will be vetted according to the information that they provide, and only those deemed to be compliant to all the conditions herein stated, will be placed on the catering panel accordingly.

The CCT shall evaluate tenders received during the second competitive phase in terms of the method of evaluation and pricing stated in the tender conditions, and award the contract in terms of these Conditions of Tender.

Kindly please complete this document according to what you as the service provider can offer the City:

Refer to individual criteria per three Categories provided below:

- **As an annexure, please submit a proposal/CV of the goods and services your company can offer. See Schedules 15 (page 67 – 110) and add attachments**
- **Provide a list of your inventory with pictures, dimensions, sizes and colours**
- **Kindly please note that the City has the right to inspect the goods and services at the premises to ensure good and safe quality**
- **The City reserves the right to request the tenderer to do a demonstration/ food presentation**
- **The City has the right to appoint the tenderer in the category that the tenderer's experience, equipment and logistics fit the best**

All prospective service providers are to respond to this request with a detailed company profile in accordance with the criteria as set out within this document, including contactable references of at least 5 **(five)** clients.

When completing this document, particular attention must be given to stating the type of services rendered that may include, but **need not be limited to:**

13.2 CATEGORY 1: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES, MAYOR AND/OR MAYORAL COMMITTEE MEMBERS OFFICIATE

The City hosts a variety of high quality events to a variety of public members of society, on small or large scale that may have a short turnaround time and challenging venues for set-up, preparing and offering catering.

These events consist of but not limited to the following: National Events / International Events / VIP delegations Functions / briefing sessions/ conferences / Summits/ Expos / sport events /welcome receptions/ corporate events /service delivery events/ community events and media publicity events, require catering according to a theme, format, culture, dietary requirement and amount of guests (guests can vary from as little as ten to thousands).

Be reminded that catering is for events, and events must comply with the Safety and Sports and Recreation Act 2010, which requires an event permit process to ensure safety and security at events

13.2.1 Type of Catering Services for CATEGORY 1 are required in different forms, e.g.

- Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent)
- Formal 1 – 5 course sit-downs with waitron service
- Buffet style with- or without waitron service
- Platters with- or without waitron service (or delivery only)
- Bar set-up and services
- Finger snacks / cocktail receptions with and without waitron service
- Hot meals
- Prepacked meals / delivery (VIP Delegations, executive)
- Catering for camps / delivery
- Meals for kids' events / delivery
- Catering of traditional meals / delivery

The tenderer must prove that they are capable of:

- High-level event catering for small amounts of people (e.g. 20) to large amounts of 1000 and more
- High-level catering menu's, display of plated and platter food
- Catering for events with short turnaround time from appointment
- set-up satellite kitchen services
- doing draping; flooring; lighting and furniture in tents and venues
- provide décor and flowers
- putting safety equipment measures in place e.g. signage, fire extinguishers, fencing
- putting health measures in place e.g. ablutions, medics, cooling and heating of food, waste management
- ensuring event compliance, e.g. provide safety officer and permit if required
- providing sufficient staff compliment, well dressed and trained
- providing sufficient catering equipment, cutlery, crockery and serving dishes
- delivering a full bar service for 1000 guests and more
- providing catering with special preferences, e.g. halal, kosher, vegan, and vegetarian catering

Please note that when reference is made to provision of evidence or a plan, that your evidence and/or plan should include the following:

- Your company letter head and/or company logo given to the client, on the evidence, will be helpful to prove that you have rendered this service

The Caterer should have five years or more experience in the hospitality/catering industry

Kindly consider this information and complete the Service List for **Category 1** if your company can provide this service.

13.3 REFER TO RETURNABLE SCHEDULES 14.1.1 – PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

13.3.1 List the name of past experience of **at least five catering services** your company provided with contact details:

1. Name of Event
Type of catering provided: CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 5 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)
Client contact name: Phone number: Venue where work was performed:
Date of contract:
Value of contract:
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event

13.3.2 REFER TO RETURNABLE SCHEDULE 14.1.2 CATERING REQUIREMENTS AND MENU BASED ON PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering Requirements and Menu	
TYPE OF SERVICE	DETAILS
Outdoor with tent (our caterers sometimes need to set up a kitchen tent with mayoral events)	It could be required from the caterer to provide outdoor catering services with logistics such as set-up of a tent, utilised as a kitchen, on an open site: Provide images, as evidence, of two (2) events where a tent set-up was done by your company, incl. draping, flooring, lighting, satellite kitchen and furniture, flowers or décor: attach images as evidence Indicate how food was transported and set-up to meet safety requirements
Formal 1 – 5 course sit-down meals with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 500 and more guests: Provide a menu for 500 guests where you did a five (5) course meal and provide a detailed breakdown of the staff that served the 5 course meal: attach menu as evidence and provide a list

Buffet style with- or without waitron service	Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 500 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach menu as evidence and provide a list Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture for the serving station: provide a plan and images as evidence
Platters with- or without waitron service (or delivery only)	You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 500 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for 500 guests and mention how many waiters were required to serve the guests: attach a menu as evidence
Bar set-up and services	You could be required to set-up a Bar Service with professional bar furniture for 500 guests: Provide images as evidence of a list of bar counters and gear your company previously used for catering to 500 guests including mixing gear, ice maker and ice buckets at tables: provide images Provide evidence of a list of bar tenders/staff and waiters your company used for 500 guests at the event: provide a list Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 500 guests: provide a list
Finger snacks / cocktail receptions with and without waitron service	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 500 guests and mention how many waiters were required to serve guests at this event: attach a menu as evidence
Hot meals/fork meals	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for 500 guests and mention how the food was kept hot until serving time: attach a menu as evidence
Prepacked meals / delivery (VIP Delegations, executive)	Catering services can be required at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcel menu with packaging that your company catered for 500 guests: attach a menu as evidence Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence
Catering for camps / delivery	Catering services for camping over a weekend can be required: Provide evidence of a menu your company catered for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence

Meals for kids/youth events / delivery	Catering services can be required for various age groups: Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence
Catering of traditional meals / delivery	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests
Table Decor	Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 500 guests: • Cocktail tables: informal setting • Café tables: informal setting • Rectangular formal setting • Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance
Logistical Requirements to ensure a professional catering service at an event	Catering services can include various logistical requirements. Provide images as evidence of which elements of the below logistical requirements your company was responsible for: • Waste management: provide a plan as evidence • Coffee and tea variety: provide a list as evidence • Fencing: provide an image as evidence • Tent: provide an image as evidence • Flooring: provide an image as evidence Transport of food: advise how food was transported to the venue for example 500 guests to ensure healthy, clean and fresh food
Indoor/outdoor set-up	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 500 guests, around the stage in an indoor venue: • Provide a layout of the venue with lounge pockets and cocktail tables around the stage • List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event • Provide evidence of a permit you have done for an event you catered at • Provide proof that you have coordinated medical services at an event • Provide a plan of how you have put health measures in place at an event, e.g. ablutions • Provide a plan of how you ensure cooling and heating of food at an event • Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer

and permit, if required

13.3.3 REFER TO RETURNABLE SCHEDULE 14.1.3 EQUIPMENT INVENTORY THE TENDERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipment Inventory	
Tables	Provide images and quantities available where applicable: • Cocktail • Rectangular • Trestle • round (sizes) Other:
Table linen	Provide images and quantities available where applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc • Skirts to dress tables Other:
Chairs & colours	Provide images and quantities available where applicable: • Plastic • Classic • tiffany • wooden • cafe Other :
Chair covers & colours	Provide images and quantities available where applicable: • Black • White • tie backs Other :
Lounge furniture	Provide images and quantities available where applicable: • Couches • coffee tables • ottomans • carpets, red carpets Other:
Props & Flowers	Provide images and quantities available where applicable: • Plinths • Registration plinths • chandeliers • items for centre pieces • table décor pieces • flowers for the stage • Flowers as centre pieces

	Other:
Draping & colours & type of fabric	Provide images and quantities available where applicable: • frameworks for draping • roof draping • Swags • Safety gear Other :
Decorative fencing	Provide images and quantities available where applicable: • Stanchions • Picket fencing Other :
Decorative lighting & colours	Provide images and quantities available where applicable: • Parcan • uplighters • fairy lights Other :
Bar set up, equipment and service	Provide images and quantities available where applicable: • Bar counters • Bar accessories list, eg mixing gear, ice maker and Ice buckets at tables • Bar Tenders and bar waiters available for how many attendees Other :
Satellite kitchen set up and equipment	Provide images and quantities available where applicable: All detail to provide a satellite kitchen: eg, tent, safety equipment, appliances, etc
Coffee / tea stations	Provide images and quantities available where applicable: • Coffee grinders • coffee machines urns
Crockery	Provide images and quantities available where applicable: List items and designs available
Cutlery	Provide images and quantities available where applicable: List items and designs available
Vases	Provide images and quantities available where applicable: Shapes, sizes, colours
Ovens & Chaffing dishes	Provide image and quantity available where applicable: List different sizes for different use
Heating :	Provide images and quantities available where applicable: List: • ovens

	• hot trays • microwave ovens Other :
Cold Facilities :	Provide images and quantities available where applicable: • fridges, etc to keep food room temperature or cold
Room temperature logistics	Provide images and quantities available where applicable: List: • Heaters • Outdoor heaters • Fans Air condition units
Generators	Provide images and quantities available where applicable: • Generators for kitchen service • Electrical leads • Electrician Distribution boards
VEHICLES	
Vehicles	Provide images and quantities available where applicable: List vehicles

13.3.4 REFER TO RETURNABLE SCHEDULES 14.1.4 STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Staff Complement: Please provide evidence that you have access to staff and list their role and responsibilities, years of relevant experience and amount and non-permanent staff.	The following staff is relevant: • Supervisor/s • Hospitality manager • Driver • Head Chef/Chefs • Waiters • Accountant • Creative Décor Officer • Other:
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13.4 CATEGORY 2: CATERING FOR CORPORATE EVENTS WHERE DIGNITARIES SUCH AS THE MAYOR, MAYORAL COMMITTEE, SENIOR COUNCILLOR OR EXECUTIVE DIRECTORS AND DIRECTORS ATTEND OR OFFICIATE

The City hosts a variety of high quality events to a variety of public members of society on small or large scale that can have a short turnaround time and challenging venues for set-up, preparing and offering catering.

These events: National Events / International Events / VIP delegations Functions / briefing sessions/ conferences / Summits/ Expos / sport events /welcome receptions/ corporate events /service delivery events/ community events and media publicity events, require catering according to a theme, format, culture, dietary requirement and amount of guests (guests can vary from as little as 10 to thousands).

13.4.1 Type of Catering Services for **CATEGORY 2** are required in different forms, e.g.

- Outdoor with tent (our caterers sometimes need to set up a kitchen tent with mayoral events)
- Formal 1 – 3 course sit-downs with waitron service
- Buffet style with- or without waitron service
- Platters with- or without waitron service (or delivery only)
- Bar set-up and services
- Finger snacks / cocktail receptions with and without waitron service
- Hot meals
- Prepacked meals / delivery (VIP Delegations, executive)
- Catering for camps / delivery
- Meals for kid's events / delivery
- Catering of traditional meals / delivery

The tenderer must prove that they are capable of:

- High-level event catering for small amounts of people (e.g. 20) to large amounts of 1000 and more
- Cater for events with short turnaround time of 5 days from appointment
- set-up satellite kitchen services
- putting health measures in place, e.g. ablutions, medics, cooling and heating of food, waste management
- putting safety measures place, e.g. signage, fire extinguishers
- providing sufficient staff complement
- providing décor and flowers (including draping)
- providing sufficient catering equipment
- delivering a full bar service for 500 guests and more
- providing catering with special preferences, e.g. halal, kosher, vegan, vegetarian catering

Please note that when reference is made to provision of evidence or a plan, that your evidence and/or plan should include the following:

- Your company letter head and/or company logo given to the client, on the evidence, will be helpful to prove that you have rendered this service

Caterer should have five or more years experience in the hospitality/catering industry

Kindly consider this information and complete the Service List for **Category 2** if your company can provide this service.

13.5 REFER TO RETURNABLE SCHEDULE 14.2.1 – PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

13.5.1 List the name of past experience of **at least five catering services** your company provided with contact details:

1. Name of Event
Type of catering provided: CHOOSE ONE PER EXAMPLE -Outdoor with tent (The City sometimes requires for the caterer to set up a satellite kitchen tent) -Formal 1 – 3 course sit-downs with waitron service -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Bar set-up and services -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery -Catering of traditional meals / delivery
Additional Services provided : (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)
Client contact name : Phone number : Venue where work was performed :
Date of contract
Value of contract
<u>Please indicate for what level of event with guests the catering was provided for:</u> Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event

13.5.2 REFER TO RETURNABLE SCHEDULE 14.2.2 CATERING REQUIREMENTS AND MENU BASED ON PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering Requirements and Menu	
TYPE OF SERVICE	DETAILS
Catering that needs kitchen for preparing of food (our caterers sometimes need to set up a kitchen to dish up or prepare platters (not cooking))	It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food: provide a list Indicate how the food was transported and set-up to meet safety requirements: provide a plan and images as evidence

Formal 1 – 3 course sit-down meals with waitron service	Your company should have at least 5 years' experience in formal lunches or dinners with 300 and more guests: Provide a menu, as evidence, for 300 guests where you did a 3 course meal and provide a detailed breakdown of the staff that served the 3 course meal: attach menu as evidence and provide a list
Buffet style with- or without waitron service	Buffet style dinners with a spread of starters, main course with at least two (2) meats and a variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 300 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach menu as evidence and provide a list Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture used for the serving station: provide a plan and images as evidence
Platters with- or without waitron service (or delivery only)	You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 300 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for 300 guests and mention how many waiters were required to serve the guests: attach menu as evidence
Bar set-up and services	You could be required to set-up a Bar Service with professional bar furniture for 300 guests: Please images as evidence of a list of bar counters and gear your company previously used for catering to 300 guests including mixing gear, ice maker and ice buckets at tables: provide images Provide evidence of a list of bar tenders/staff and waiters your company used for 300 guests: provide a list Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 300 guests: provide a list
Finger snacks / cocktail receptions with and without waitron service	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception your company hosted for 300 guests and mention how many waiters were required to serve guests at this event: attach a menu as evidence
Hot meals/fork meals	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for 300 guests and mention how the food was kept hot until serving time: attach a menu as evidence

Prepacked meals / delivery (VIP Delegations, executive)	Catering services can be required at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan where you packaged, transported and handed out the required services: attach a plan as evidence
Catering for camps / delivery	Catering services for camping over a weekend can be required: Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence
Meals for kids/youth events / delivery	Catering services can be required for various age groups: Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence Provide a plan where you packaged, transported and handed the required services: attach a plan as evidence
Catering of traditional meals / delivery	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests
Table décor	Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 300 guests: Cocktail tables: informal setting Café tables: informal setting Rectangular formal setting Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance
Logistical Requirements to ensure a professional catering service at an event	Catering services can include various logistical requirements. provide evidence of which elements of the below logistical requirements your company was responsible for:

	Waste management: provide a plan as evidence Coffee and tea variety: provide a list as evidence Fencing: provide an image as evidence Tent: provide an image as evidence Transport of food: advise how food was transported to the venue for example 300 guests to ensure healthy, clean and fresh food
Indoor/outdoor set-up	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 300 guests, around the stage in an indoor venue: Provide a layout of the venue with lounge pockets and cocktail tables around the stage List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event Provide evidence of a permit you have done for an event you catered at Provide proof that you have coordinated medical services at an event Provide a plan of how you have put health measures in place at an event, e.g. ablutions Provide a plan of how you ensure cooling and heating of food at an event Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer and permit, if required

13.5.3 REFER TO RETURNABLE SCHEDULE 14.2.3 EQUIPMENT & INVENTORY THE TENDERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipment & Inventory	
Tables	Provide images and quantities where applicable: • Cocktail • Rectangular • Trestle • round (sizes) Other :
Table linen	Provide images and quantities where applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc • Skirts to dress tables Other :
Chairs & colours	Provide images and quantities where applicable: • Plastic • Classic • tiffany • wooden • cafe Other :
Chair covers & colours	Provide images and quantities where applicable: • Black • White • tie backs Other :
Lounge furniture	Provide images and quantities where applicable: • Couches • coffee tables • ottomans • carpets, red carpets Other:
Props & Flowers	Provide images and quantities where applicable: • Plinths • Registration plinths • chandeliers • items for centre pieces • table décor pieces • flowers for the stage • Flowers as centre pieces Other :
Draping & colours & type of fabric	Provide images and quantities where applicable: • frameworks for draping • roof draping • Swags • Safety gear Other :
Decorative fencing	Provide images and quantities where applicable: • Stanchions

	• Picket fencing Other :
Decorative lighting & colours	Provide images and quantities where applicable: • Parcan • uplighters • fairy lights Other :
Bar set up, equipment and service	Provide images and quantities where applicable: • Bar counters • Bar accessories list, eg mixing gear, ice maker and Ice buckets at tables • Bar Tenders and bar waiters available for how many attendees Other :
Satellite kitchen set up and equipment	Provide images and quantities where applicable: • All detail to provide a satellite kitchen: eg, tent, safety equipment, appliances, etc
Coffee / tea stations	Provide images and quantities where applicable: • Coffee grinders • coffee machines • urns
Crockery	Provide images and quantities where applicable: • List items and designs available :
Cutlery	Provide images and quantities where applicable: • List items and designs available :
Vases	Provide images and quantities where applicable: • Shapes, sizes, colours
Ovens & Chaffing dishes	Provide images and quantities where applicable: • Different sizes for different use :
Heating :	Provide images and quantities where applicable: List please : • ovens • hot trays • microwave ovens • Other :
Cold Facilities :	Provide images and quantities where applicable: • fridges, etc to keep food room temperature or cold
Room temperature logistics	Provide images and quantities where applicable: List please : • Heaters • Outdoor heaters • Fans Air condition units
Generators	Provide images and quantities where applicable: • Generators for kitchen service • Electrical leads • Electrician Db boards
Vehicles	Provide images and quantities where applicable:

- | |
|-----------------|
| • List vehicles |
|-----------------|

13.5.4 REFER TO RETURNABLE SCHEDULES 14.2.4 STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Staff Complement: Please provide evidence that you have access to staff and list their role and responsibilities, years of relevant experience and amount and non-permanent staff.	The following staff is relevant: • Accountant • Supervisor/s & Hospitality manager • Head Chef/Chefs • Waiters • Admin staff • Drivers • Creative décor officer • Other
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13.6 CATEGORY 3: CATERING FOR CORPORATE EVENTS IN A MORE INFORMAL STYLE WHERE EXECUTIVE MANAGEMENT MAY OR MAY NOT BE IN ATTENDANCE, BUT MIGHT BE REPRESENTED BY A SENIOR COUNCILLOR, AND/OR OFFICIAL

The City hosts a variety of high quality events to a variety of public members of society on small or large scale that can have a short turnaround time and challenging venues for set-up, preparing and offering catering.

These events: National Events / International Events / VIP delegations Functions / briefing sessions/ conferences / Summits/ Expos / sport events /welcome receptions/ corporate events /service delivery events/ community events and media publicity events, require catering according to a theme, format, culture, dietary requirement and amount of guests (guests can vary from as little as 10 to thousands).

13.6.1Type of Catering Services for **CATEGORY 3** are required in different forms, e.g.

- Buffet style with- or without waitron service
- Platters with- or without waitron service (or delivery only)
- Finger snacks / cocktail receptions with and without waitron service
- Hot meals
- Prepacked meals / delivery
- Catering for camps / delivery
- Meals for kids/youth events / delivery

The tenderer must prove that they are capable of:

- High-level event catering for small amounts of people (e.g. a minimum of 20 - to large amounts of 500 and more)
- Cater for events with short turnaround time of 5 days from appointment
- set-up satellite kitchen services
- putting health measures in place, e.g. cooling and heating of food, waste management
- putting safety measures place, e.g. signage and fire extinguishers
- Providing sufficient staff compliment, well dressed
- Providing sufficient catering equipment
- Providing décor and flowers (including draping)
- Catering for 500 and more people

Please note that when reference is made to provision of evidence or a plan, that your evidence and/or plan should include the following:

- Your company letter head and/or company logo given to the client, on the evidence, will be helpful to prove that you have rendered this service

Caterer should have three or more years experience in the hospitality/catering industry

Kindly consider this information and complete the Service List for **Category 3** if your company can provide this service.

13.7 REFER TO RETURNABLE SCHEDULE 14.3.1 – PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

13.7.1 List the name of past experience of at least five catering services your company provided with contact details:

1. Name of Event
Type of catering provided : CHOOSE ONE PER EXAMPLE -Buffet style with- or without waitron service -Platters with- or without waitron service (or delivery only) -Finger snacks / cocktail receptions with and without waitron service -Hot meals -Prepacked meals / delivery (VIP Delegations, executive) -Catering for camps / delivery -Meals for kids' events / delivery
Additional Services provided: (i.e. delivery only, serving, waiters, bar set-up & service, hiring, set-up, décor)
Client contact name: Phone number: Venue where work was performed:
Date of contract
Value of contract
Please indicate for what level of event with guests the catering was provided for: Community / Corporate / National Event / International Events / VIP delegations / Summit/Sport Event

13.7.2 REFER TO RETURNABLE SCHEDULE 14.3.2 CATERING REQUIREMENTS AND MENU BASED ON TENDERERS PAST EXPERIENCE (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Catering Requirements and Menu	
TYPE OF SERVICE	DETAILS
Catering that needs kitchen for preparing of food (our caterers sometimes need to set up a kitchen to dish up or prepare platters (not cooking))	It could be required from the caterer to make use of catering logistics to dish food or prepare platters (not to cook food). Provide evidence of catering services with the following logistics for 300 guests: Provide a list, as evidence, of two (2) events which you catered for 300 guests with the necessary kitchen equipment you have used at these events to prepare and/or dish up the food: provide a list as evidence Indicate how the food was transported and set-up to meet safety requirements: provide a plan and images as evidence
Formal 1 – 3 course sit-down meals with waitron service	Your company should have at least 3 years' experience in formal lunches or dinners with 300 and more guests:

	Provide a menu, as evidence, for 300 guests where you did a three (3) course meal and provide a detailed breakdown of the staff that served the 3 course meal: attach a menu as evidence and provide a list
Buffet style with- or without waitron service	Buffet style dinners with a spread of starters, main course with at least two (2) meats and variety of desserts can be required: Provide a buffet style menu, as evidence, for an event you catered for 300 guests and provide a detailed breakdown of the chefs that prepared and served the buffet style menu: attach a menu as evidence and provide a list Indicate how the serving stations were set-up and coordinated and provide images of the themed furniture used for the serving station: provide a plan and images as evidence
Platters with- or without waitron service (or delivery only)	You could be required to prepare and serve catering platters with a variety of ten (10) items per person for 300 guests: Provide a menu where you did catering platters that had a variety of ten (10) items per guest for the largest amount of guests you have catered for and mention how many waiters were require to serve the guests: attach menu as evidence
Bar set-up and services	You could be required to set-up a Bar Service with professional bar furniture for 300 guests: Provide images, as evidence of a list of bar counters and gear your company used for catering to 300 guests including mixing gear, ice maker and ice buckets at tables: provide images as evidence Provide evidence of a list of bar tenders/staff and waiters your company used for 300 guests: provide a list as evidence Provide a wine, beer and soft drink list as evidence of a good variety of beverages that was served at an event your company hosted for 300 guests: provide a list as evidence
Finger snacks / cocktail receptions with and without waitron service	At a cocktail reception, various finger snacks with or without a waitron service can be required: Provide evidence of a catering menu where hot and cold finger snacks were served at a cocktail reception for the largest amount of guests you have catered for and mention how the food was kept hot until serving time: attach a menu as evidence
Hot meals/fork meals	At a cocktail reception, hot meals in bowls with forks can be required: Provide evidence of a catering menu where you provided hot meals in bowls with forks for the largest amount you have catered for and mention how the food was kept hot until serving time: provide evidence of menu

Prepacked meals / delivery (VIP Delegations, executive)	Catering services can be required at numerous sport events where staff or volunteers work long shifts: Provide evidence of a food parcels menu with packaging your company catered for 300 guests: attach a menu as evidence Provide evidence of a food parcel menu that your company catered for 30 VIP guests: attach a menu as evidence Provide a plan that you used for a suggested set-up where 300 pre-packed meals were distributed at an event: provide a plan as evidence
Catering for camps / delivery	Catering services for camping over a weekend can be required: Provide evidence of a menu you did for 300 guests. The menu you provide should include catering for Friday evening dinner, Saturday three (3) meals and Sunday breakfast and lunch: attach a menu as evidence Provide a plan where packaged, transported and handed out the required services: provide a plan as evidence
Meals for kids/youth events / delivery	Catering services can be required for various age groups: Provide evidence of a creative menu your company did for 200 youth: attach a menu as evidence Provide a plan where packaged, transported and handed out the required services: provide a plan as evidence
Catering of traditional meals / delivery	Traditional catering services can be required at events. Provide evidence of a catering menu your company delivered where traditional catering was required (provide one (1) menu each): African: 100 or more guests Halal: 100 or more guests Kosher: 5 guests Braai: 100 or more guests Vegetarian: 5 guests Vegan: 100 or more guests
Table decor	Décor services can be required at events. Provide images, as evidence, of table décor your company has done in the past for 300 guests: Cocktail tables: informal setting Café tables: informal setting Rectangular formal setting Round table formal setting: 1 x lunch & 1 x dinner example Bouquets of flowers for stage/ main reserved tables / to hand out to guest speaker / entrance
Logistical Requirements to ensure a professional catering service at an event	Catering services can include various logistical requirements. provide evidence of which elements of the below logistical requirements your company was responsible for: Waste management: provide a plan as evidence Coffee and tea variety: provide a list as evidence Fencing: provide an image as evidence Tent: provide an image as evidence Transport of food: advise how food was transported to the venue for example 300 guests to ensure healthy, clean and

	fresh food
Indoor/outdoor set-up	Provide evidence of a layout your company has done where a cocktail catering menu was served, with lounge pockets and cocktail tables for 300 guests, around the stage in an indoor venue: Provide a layout of the venue with lounge pockets and cocktail tables around the stage List safety measures and safety equipment e.g. signage, fire extinguishers to ensure safety at an event Provide evidence of a permit you have done for an event you catered at Provide proof that you have coordinated medical services at an event Provide a plan of how you have put health measures in place at an event, e.g. ablutions Provide a plan of how you ensure cooling and heating of food at an event Provide a waste management plan used at your event To ensure event compliance provide a plan of e.g. safety officer and permit, if required

13.7.3 REFER TO RETURNABLE SCHEDULE 14.3.3 EQUIPMENT INVENTORY THE TENDERER HAS ACCESS TO (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Equipment Inventory	
ITEMS	LIST
Tables	Provide images and quantities where applicable: • Cocktail • Rectangular • Trestle • round (sizes) Other :
Table linen	Provide images and quantities where applicable: • Selection of colours • Sizes of table cloths to fit tables • Overlays (colours), etc • Skirts to dress tables Other :
Chairs & colours	Provide images and quantities where applicable: • Plastic • Classic • tiffany • wooden • cafe Other :
Chair covers & colours	Provide images and quantities where applicable: • Black • White

	• tie backs Other :
Lounge furniture	Provide images and quantities where applicable: • Couches • coffee tables • ottomans • carpets, red carpets Other:
Props & Flowers	Provide images and quantities where applicable: • Plinths • Registration plinths • chandeliers • items for centre pieces • table décor pieces • flowers for stage • Flowers as centre pieces Other :
Draping & colours & type of fabric	Provide images and quantities where applicable: • frameworks for draping • roof draping • Swags • Safety gear Other :
Decorative fencing	Provide images and quantities where applicable: • Stanchions • Picket fencing Other :
Decorative lighting & colours	Provide images and quantities where applicable: • Parcan • uplighters • fairy lights Other :
Bar set up, equipment and service	Provide images and quantities where applicable: • Bar counters • Bar accessories list, eg mixing gear, ice maker and Ice buckets at tables • Bar Tenders and bar waiters available for how many attendees Other :
Satellite kitchen set up and equipment	Provide images and quantities where applicable:

	List all of the details to provide a satellite kitchen
Coffee / tea stations	Provide images and quantities where applicable: - Coffee grinders - coffee machines urns
Crockery	Provide images and quantities where applicable: List items and designs available
Cutlery	Provide images and quantities where applicable: List items and designs available
Vases	Provide images and quantities where applicable: Shapes, sizes, colours
Combo (insulated boxes)	Provide images and quantities where applicable: List items and designs available
Ovens & Chaffing dishes	Provide images and quantities where applicable: Different sizes for different use
Heating :	Provide images and quantities where applicable: List please : - ovens - hot trays - microwave ovens Other :
Cold Facilities :	Provide images and quantities where applicable: fridges, etc to keep food room temperature or cold
Room temperature logistics	Provide images and quantities where applicable:

	List please : • Heaters • Outdoor heaters • Fans Air condition units
Generators	Provide images and quantities where applicable: • Generators for kitchen service • Electrical leads • Electrician Db boards
Vehicles	Provide images and quantities where applicable: List vehicles

13.7.4 REFER TO RETURNABLE SCHEDULES 14.3.4 STAFF COMPLEMENT (TO BE COMPLETED AND SUBMITTED WITH THE TENDER OFFER)

Staff Complement: Please provide evidence that you have access to staff and list their role and responsibilities, years of relevant experience and amount and non-permanent staff.	The following staff is relevant: • Manager • Supervisor • Chef • Waiters • Driver • Casuals Other
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13.8 TRADE NAMES OR PROPRIETARY PRODUCTS

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

13.9 EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT's agent upon request.

13.10 FORMS FOR CONTRACT ADMINISTRATION

The supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (**Annex 3**).
- b) B-BBEE Sub-Contract Expenditure Report (**Annex 4**).
- c) Joint Venture Expenditure Report (**Annex 5**).

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than R350.00 per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

The Monthly Project Labour Reports shall be completed and submitted in accordance with the instructions therein.

The **B-BBEE Sub-Contract Expenditure Report** is required for monitoring the supplier's compliance with the sub-contracting conditions of the **Preference Schedule**.

The Joint Venture Expenditure Report is required for monitoring the joint venture's/consortium/partnership compliance with the percentage contributions of the partners as tendered, where the joint venture/consortium/partnership has been awarded preference points in respect of its consolidated B-BBEE scorecard.

[illegible]

MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CONTRACT OR WORKS PROJECT NUMBER:				Year Month		Sheet 1 of		
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No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R – c)
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Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			