



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

INVITATION TO BID

FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS

CONTRACT: DARD/RFB 08/2024/2025

APPOINTMENT OF SERVICE PROVIDER(S) FOR
RENDERING OF EVENT MANAGEMENT SERVICES
FOR FREE STATE DEPARTMENT OF
AGRICULTURE, RURAL DEVELOPMENT AND
ENVIRONMENTAL AFFAIRS IN FIVE (5) DISTRICTS FOR A
PERIOD OF THREE (3) YEARS

TENDER DOCUMENT

TENDER CLOSING DATE 03 March 2025	NON-COMPULSORY BRIEFING SESSION
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Issued by:	Prepared by:
Department of Agriculture, Rural Development and Environmental Affairs Glen Agricultural College Chemistry Building 1st Floor Gielie Joubert Street Bloemfontein 9301	Department of Agriculture, Rural Development and Environmental Affairs



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DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

- ❖ Bid Submission Checklist

SECTION 1

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.1)
- ❖ Pricing Schedule – Non-Firm Prices (SBD3.2)
- ❖ Declaration of Interest (SBD 4)
- ❖ Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 (SBD 6.1)
- ❖ Proof of the following documentation will be required:

Mandatory requirements (failure to comply with these requirements shall disqualify the bid)

- Tax Compliance Status Pin;
- Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

Non-mandatory requirements

- Certified company registration certificates;
- Certified ID copy(s) of director(s);
- CSD Registration Report.

SECTION 2

- ❖ Special Conditions of Contract (SCC)

SECTION 3

- ❖ General Conditions of Contract (GCC)

Annexure A

- ❖ Joint Venture or a Consortium

Supply Chain Management Enquiries

Mr T. Matshaba

Director: Supply Chain Management

Cell: 066 486 6684 / 078 451 6529

Email: tsoloanematshaba@gmail.com / khumalof@dard.gov.za



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INVITATION TO BID

1. Bids are hereby invited for mentioned goods/services.
2. Bids must be in sealed envelopes subscribed "Bid No. **DARD/RFB 08/2024/2025 APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENT MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS IN FIVE (5) DISTRICTS FOR A PERIOD OF THREE (3) YEARS**
3. Bids must be addressed to the under mentioned address:

**FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS
Supply Chain Management
Private Bag X 02
Bloemfontein
9300**

4. All bids must be placed in the bid box not later than **11h00 on 03 March 2025** at the street address mentioned below:

**FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS
ADMINISTRATION BUILDING
Ground floor
SCM Component
Gielie Joubert Street
GLEN**



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BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below must be completed in full, where applicable, and be included in the bid.

		COMPLIANT? (TICK ☒ IN APPROPRIATE BOX	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation		
SBD3.1	Pricing Schedule – Firm Prices		
SBD3.2	Pricing Schedule – Non-Firm Prices		
SBD 4	Declaration Of Interest		
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022		
2	SECTION 2		
2.1	Special Conditions of Contract (SCC)		
3	SECTION 3		
3.1	General Conditions of Contract (GCC)		
4.	MANDATORY ATTACHMENTS		
4.1	Tax Compliance Status Pin;		
4.2	Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).		
Annexure A	Joint Venture or a Consortium (Where applicable)		
5.	NON-MANDATORY ATTACHMENTS		
5.1	Company's registration documents		
5.2	Certified copies of identity documents of Director(s)		
5.3	CSD Registration number (Summary Report)		



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SECTION 1



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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DARD/RFB 08/2024/2025	CLOSING DATE:	03 March 2025	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENT MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS IN FIVE (5) DISTRICTS FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Location of tender box: Admin Building: Ground Floor SCM Unit Gielie Joubert Str Glen, 9360			Administration Building, Gielie Joubert Street, Glen (Mangaung Metro)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr T. Matshaba		CONTACT PERSON		
TELEPHONE NUMBER	066 486 6684 / 078 451 6529		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tsoloanematshaba@gmail.com khumalof@dard.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:



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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

OFFER TO BE VALID FOR ONE HUNDRED AND TWENTY (120) DAYS FROM THE CLOSING DATE OF BID

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
1.	BREAKFAST	COST PER PERSON
1.1	English Breakfast Eggs (boiled/ scrambled/ poached or baked) Bacon/Fish Cakes Sausage (beef/pork/chicken or lamb) Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI) Cereals/Soft porridge Fresh Fruit Salad Yoghurt (250ml) assorted Tea plain/Rooibos Coffee (caffeinated/de-caffeinated) 100% Juice 500ml bottle screw topped (assorted) 500ml Bottled Water screw topped Sugar (brown, white or sweetener) honey, lemon slices Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer Wrapped Toothpicks Serviettes Cutlery and Crockery	R
1.2	Morning Tea	R
	Tea plain/Rooibos	R



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	Coffee (caffeinated/de-caffeinated) 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw topped Sugar (brown, white or sweetener) honey, lemon slices Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer Variety of Fresh Fruit Cheese pre-sliced and spreads Savoury and sweet muffins (variety) Wrapped Toothpicks Serviettes Cutlery and Crockery	
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2.	LUNCH	
2.1	Starter: A choice of one plus a vegetarian option Chicken salad Chicken livers Fish on a bed of lettuce	R
	Mini Quiche Vegetable sticks with a dip	R
2.2	Main Course (1): Savoury Rice/Plain Rice Roasted Chicken (1/4 chicken breast/leg) Lamb Chops (2 chops) best-end Creamed Spinach with Feta Butternut (roasted with cinnamon) Greek Salad Pasta Salad 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw topped	R



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2.3	Main Course (2): Savoury Rice/Plain Rice Lamb Chops (2 chops) best-end Butternut (roasted with cinnamon) Greek Salad 100% Juice 500ml bottle screw topped or can 340ml juice (assorted)	R
	DESSERT	
2.4	One of the following: Ice cream Fudge Picasso Strawberry Cheesecake Malva pudding with Custard Cheesecake/Lemon Cheesecake Fresh Fruit Salad	R
3.	DINNER	
3.1	Starter: Chicken salad Chicken livers Fish on a bed of Lettuce Soup (vegetable soup with cocktail bun)	R



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3.2	Main Course: Savoury Rice/Plain Rice Two of the following meats: • Fish (fried/grilled) Tartare sauce • Roasted Beef with gravy • Roasted Chicken (1/4 chicken breast/leg) • Lamb Chops (2 chops) best-end Two of the following salads: • Potato Salad • Red Kidney Bean • Greek Salad with Feta Cheese (Salad dressing separate) • Pasta Salad Two of the following vegetables: • Roasted Vegetables • Green beans with Potatoes • Butternut (roasted with cinnamon) • Creamed Spinach with Feta 100% Juice 500ml bottle screw topped or can 340ml juice (assorted)	R
3.3.	MASS CATERING	
3.3.1	Healthy pre-pack Meal 1 White and 1 Brown bread Roll (individually wrap) 2 Fillings: Ham and Cheese or Peanut butter and Jam or Chicken and Mayonnaise 3 x Fruit in season 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw topped Packaging: Brown paper bag and bread wrap separately Delivery: Cold chain must be maintained	R



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3.3.2	Potjiekos and Pap (Game/Red Meat) Portion per person minimum: 250g Pap, 150g meat and 200g mix vegetables. Packaging: Polystyrene container with plastic cutlery 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw top	
3.3.3	Light snack 50g salted peanuts 50g dried fruit mix 3 x cocktail buns (individually wrapped) fillings, ham and cheese, peanut butter and jam 1 x fresh fruit in season 1x pack of dried chips Biltong 100g 100% 500 ml juice screw top bottle 500ml bottled water Packaging: Prepack in brown paper bag / platter Delivery: Cold chain to be maintained.	
3.4	OPTIONAL	
3.4.1	Vegetable Soup served with bread	R
3.4.2	Vegetarian meals	R
3.4.3	Halaal meals	R
3.4.4	500ml Mineral Water (still) 1.5l Mine 5l Mineral Water (still) 500ml Flavoured water 440ml Energy drink (Assorted) 500ml Mineral water (still)	R



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4.	AUDIO VISUALS	PRICE (INCLUDING VAT)	
		1000-5000 people	5000-10000 people
4.1	PA System for indoors	R	R
4.2	Sound system for indoors with backline for a live band	R	R
4.3	PA system for outdoors	R	R
4.4	Sound system for outdoors with backline for a live band	R	R
4.5	1 x Data Projector and Screen	R	R
4.6	1 x Data Projector and Screen, Camera and Technician (indoors)	R	R
	1 x Data Projector and Screen, Camera and Technician (outdoors)	R	R
4.7	2 x Data Projector and Screens, Cameras and Technician (indoors)	R	R
	2 x Data Projector and Screens, Cameras and Technician (outdoors)	R	R
4.8	Plasma Screen (size) 19 and 32 inches in size	R	R
	26 to 46 inches in size	R	R
	32 to 63 inches in size	R	R
	40 to 80 inches in size	R	R
	Outdoor Screen (size) 10m ²	R	R
	16m ²	R	R
	29m ²	R	R
	40m ²	R	R



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4.9	Basic Lighting for Tent	R	R
4.10	Cordless Microphone	R	R
4.11	Lapel Microphone	R	R
4.12	Smoke Machine	R	R
4.13	Generator/Backup Power	R	R
	Generator/Backup Power 6.5kva	R	R
	Generator/Backup Power 25kva	R	R
	Generator/Backup Power 110kva	R	R
	Generator/Backup Power 125kva	R	R
	Generator/Backup Power 185kva	R	R
	Generator/Backup Power 6.5kva	R	R
4.14	Stage	R	R
4.15	Air conditioners or Industrial Fans	R	R



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	DESCRIPTION	COLOUR	UNIT PRICE INCLUDING VAT
5.	SEATING AND TABLES		
5.1	Aki Chairs	White	R
5.2	Bankguet Chairs	Blue	R
5.3	Riviera Chairs	White	R
5.4	Cheecky Bar Stool	Silver with Crome Seat	R
5.5	Z-Bar Stool	Silver with Black Seat	R
5.6	Tub Chairs	Black, Red, White, Brown & Blue	R
5.7	One Seater Couches	Black	R
5.8	Two-Seater Couches	Black, Red, White & Brown	R
5.9	Three-Seater Couches	Black, Red, White & Brown	R
5.10	Ottomans	White/Black	R
5.11	Round Table	Supper-wood Top	R
5.12	Steel Rectangular Table	Super-wood Top	R
5.13	Wooden Rectangular Table	Steel Top	R
5.14	Half Round Table	Super-wood Top	R
5.15	Conference Table	Oak Finish Top	R
5.16	High Cocktail Table	Rust/Wooden	R
5.17	Low Cocktail Table	Rust/Wooden	R
5.18	Sherry	Wooden Top	R



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5.19	High Cocktail Table	Aluminium Top	R
5.20	Coffee Table	Black/Brown with glass Top	R
6.	DRAPING	DESCRIPTION	PRICE PER UNIT INCLUDING VAT
6.1	Full Roof Draping		R
6.2	Strip Draping		R
6.3	Sides/Scaping Only		R
6.4	Free Standing Draping		R
7.	ABLUTION FACILITIES (Fully serviced)	DESCRIPTION	PRICE PER UNIT INCLUDING VAT
7.1	Non-Flush Toilets		R
7.2	Flush Toilets		R
7.3	Executive Portable		R
7.4	Trailer Unit		R
7.5	Toilets for persons with disabilities (different categories)		R

8.	DECORATING	DESCRIPTION	UNIT PRICE INCLUDING VAT
CANDLES			
8.1	Altar Candles	15cm White	R
	Altar Candles	15cm Gold	R
	Altar Candles	25cm White	R
	Altar Candles	35 cm White	R
8.2	Pillar Candles	15cm White	R
	Pillar Candles	25cm White	R



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	Pillar Candles	35cm White	R
	Pillar Candles	50cm White	R
	Pillar Candles	65cm White	R
	Pillar Candles	80cm White	R
	Pillar Candles	1m White	R
8.3	Ball Candles	12cm White	R
	Ball Candles	12 cm Gold	R
	Ball Candles	15cm White	R
	Ball Candles	17cm White	R
	Ball Candles	20cm White	R
	Ball Candles	20cm Gold	R
	Ball Candles	25cm White	R
8.4	Square Candles	15cm White	R
	Square Candles	25cm White	R
	Square Candles	35cm White	R
8.5	Floating Candles	Pool	R
	Floating Candles	Small	R
	Floating Candles	Medium	R
	Floating Candles	Large	R
	Floating Candles	Dinner Candle	R
8.6	Candelabra	90cm	R



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	Candelabra	30cm	R
8.7	Astra Silver Square Container	15cm	R
	Astra Silver Square Container	25cm	R
	Astra Silver Square Container	1m	R

9.	CENTRE PIECES (URNS)	DESCRIPTION	UNIT PRICE INCLUDING VAT
9.1	Silver Pewter Urn	Trumpet	R
	Silver Pewter Urn	Large	R
	Silver Pewter Urn	Medium	R
	Silver Pewter Urn	Small	R
	Silver Pewter Urn	X Small	R
	Silver Urn	X Large	R
	Silver Urn	Large	R
	Silver Urn	Medium	R
	Silver Urn	Small	R
	Candelabra	90cm	R
	Candelabra	30cm	R
10.	CENTRE PIECES (GLASS)	DESCRIPTION	UNIT PRICE INCLUDING VAT
10.1	Cone Stand & Vass	90cm	R
	Cone Stand & Vass	1.2m	R
	Cone Stand & Vass	1.6m	R



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10.2	Glass	Rose Vase	R
	Glass	Tall Chalice Vase	R
	Glass	Julie Vase	R
	Glass	Martini Vase	R
	Glass	Eve Bowls	R
	Glass	Flat Round Bowl	R
	Glass	Rose Bowl (Large)	R
	Glass	Rose Bowl (Medium)	R
	Glass	Rose Bowl (Small)	R
10.3	Square Glass Holder	7cm	R
	Square Glass Holder	10cm	R
	Square Glass Holder	15cm	R
	Square Glass Holder	25cm	R
10.4	Mirror	10cm	R
10.5	Long Holder	10x35x8cm	R
10.6	Double Bowl		R
10.7	Manda & Stand		R
10.8	Half Moon Stand		R
10.9	Wavy Edged Bowl		R
10.10	Glass Cake Stand		R
10.11	Stand		R



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10.12	V-Bowl		R
10.13	T-Light Holder		R
	Dinner Candle Holder		R
10.14	White Bowl	Large	R
	White Bowl	Medium	R
	White Bowl	Small	R
10.15	Bottle		R
10.16	Bell		R
10.17	Storm Lantern	Large	R
10.18	Storm Lantern	Small	R

11.	CENTRE PIECE (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
11.1	Rusted Pillars	1.2m Lattice Pillar	R
	Rusted Pillars	1.6m Lattice Pillar	R
	Rusted Pillars	Pyramid Stand	R
12.	TABLE STAND (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
12.1	Table	Table Africa Stand	R
	Table	Table Crystal Stand	R
	Table	Lapa Stand	R
	Table	Horizon Folding Stand	R
	Table	Snake Stand	R



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	Table	Fruit Bowl	R
	Table	Bird's Nest	R
	Table	Rusted Flower	R
	Table	Handbag & Shoe	R
	Table	Wooden Tray	R
	Table	Bronze Latern	R
	Table	Italian Urn	R
13.	FLOOR STANDS (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
13.1	Floor	Floor Africa Stand	R
	Floor	Floor Crystal Stand	R
	Floor	Guest List Stand	R
	Floor	Horizon Pulpit	R
	Floor	2-Bucket Stand	R
	Floor	5 Candle Cream Stand	R

	Floor	Bird Cage Stand	R
	Floor	Garden Lantern	R
	Floor	Wooden Pulpit	R
	Floor	French Cream Confetti Stand	R
	Floor	C Stand	R
	Floor	Jewish Altar Stand	R
	Floor	Flower Stand	R



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

	Floor	Clasical Stand	R
	Floor	8 Candle Stand	R
	Floor	5 Candle Stand	R
	Floor	Bicycle	R
	Floor	Stand with baskets	R
14.	PILLARS	DESCRIPTION	UNIT PRICE INCLUDING VAT
14.1	White Cream Pillars	90cm	R
	White Cream Pillars	1.2m	R
	White Cream Pillars	1.6m	R
15.	GENERAL TABLE STANDS	DESCRIPTION	UNIT PRICE INCLUDING VAT
15.1	Table	Wooden Latern	R
	Table	Square Wooden Tray	R
15.2	Washed Terracotta Pot	Small	R
	Washed Terracotta Pot	Large	R
15.3	Table	French Cream Candelabra	R
	Table	French Cream Cone Stand	R
	Table	4 Candle Cream Stand	R
	Table	Envelope Holder	R
	Table	New French Squares	R
15.4	French Latern		R
15.5	Black Table	C-Stand	R



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
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	Black Table	Small Konka	R
	Black Table	Large Konka	R
	Black Table	Outdoor Konka	R
	Black Table	8 Candle Round Holder	R
	Black Table	Church Stand	R
16.	GENERAL	DESCRIPTION	UNIT PRICE INCLUDING VAT
16.1	Confetti Basket		R
16.2	Wire Basket		R
16.3	Crystal Bunch		R
16.4	Wooden Braiden Ring	X Small	R
	Wooden Braided Ring	Small	R
	Wooden Braided Ring	Medium	R
	Wooden Braided Ring	Large	R
16.5	Wooden Vine Basket	Small	R
	Wooden Vine Basket	Large	R
16.6	Photo Frame Talbe Numbers		R

17.	CROCKERY	DESCRIPTION	UNIT PRICE INCLUDING VAT
17.1	Plates	Buffet	R
	Plates	Dinner	R
	Plates	Side	R



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
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	Plates	Dessert	R
	Plates	Mug	R
17.2	Square Plates	Dinner	R
	Square Plates	Side	R
	Square Plates	Dessert	R
	Square Plates	Cup & Saucer	R
17.3	Silver Border Plates	Dinner	R
	Silver Border Plates	Side	R
	Silver Border Plates	Dessert	R
	Silver Border Plates	Cup & Saucer	R
17.4	Arco Plates	Dinner	R
	Arco Plates	Breakfast	R
	Arco Plates	Side	R
	Arco Plates	Dessert	R
	Arco Plates	Starter	R
	Arco Plates	Cup & Saucer	R
17.5	Glasses	Red/White Wine	R
	Glasses	Champagne	R
	Glasses	Hi Ball	R
	Glasses	Zombi	R
	Glasses	Goblet	R



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	Glasses	Beer	R
	Glasses	Tot	R
	Glasses	Sherry	R
18.	GENERAL GLASSWARE	DESCRIPTION	UNIT PRICE INCLUDING VAT
18.1	Crystal Red Wine		R
	Crystal White Wine		R
	Crystal Champagne		R
	Crystal Sherry		R
18.2	Long Flute		R
18.3	Martini		R
18.4	Teardrop Pilsner		R
18.5	Jug		R
	Big Jug		R
	Silver Jug		R
18.6	Salad Bowl Glass	Small	R
	Salad Bowl Glass	Medium	R
	Salad Bowl Glass	Large	R
18.7	Salad Bowl White	Small	R
	Salad Bowl White	Medium	R
	Salad Bowl White	Large	R
18.8	White & Glass	Medium	R



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19.	MISCELLANEOUS CROCKERY	UNIT PRICE INCLUDING VAT
19.1	Salt & Pepper Set	R
	Silver Salt & Pepper Set	R
19.2	Pate Bowl	R
19.3	White Carafe	R
19.4	Tray	R
19.5	Sugar Bowl	R
19.6	Milk Jug	R
19.7	Coffee & Tea Pot	R
19.8	Ice Bucket	R
	Ice Bucket with Stand	R
	Perspex Ice Bucket	R
19.9	Chafing Dish	R
19.10	Punch Bowl	R
20.	ELOFF CUTTLERY	UNIT PRICE INCLUDING VAT
20.1	Fork	R
20.2	Knife	R
20.3	Soup & Dessert Spoon	R
20.4	Fish & Dessert Fork	R



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20.5	Fish & Dessert Knife	R
20.6	Cake Fork	R
20.7	Teaspoon	R
20.8	Steak Knife	R
21.	IMPULSE & ROYALTY CUTLERY	UNIT PRICE INCLUDING VAT
21.1	Fork	R
21.2	Knife	R
21.3	Soup & Dessert Spoon	R
21.4	Fish & Dessert Fork	R
21.5	Fish & Dessert Knife	R
21.6	Cake Fork	R
21.7	Teaspoon	R
22.	GENERAL (CUTLERY)	UNIT PRICE INCLUDING VAT
22.1	Cake Lifter	R
22.2	Wedding Cake Knife	R
22.3	Serving Spoon	R
22.4	Salad Server	R
22.5	Carving Knife	R
22.6	Carving Fork	R
22.7	Tong	R



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
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23.	UNDERPLATES	
23.1	Silver	R
23.2	Pewter Silver	R
23.3	Stainless Steel Silver	R
23.4	Embossed Silver	R
23.5	Gold	R
23.6	Gold Square	R
23.7	Bronze	R
23.8	Bronze Gold	R
23.9	Black	R
24.	GLASS DISKS (UNDERPLATES)	UNIT PRICE INCLUDING VAT
24.1	Underplate (50 cm)	R
24.2	Square Mirror (50x40cm)	R

25.	LINEN & TABLE CLOTHS		
25.1	Mini Matt Tablecloths	3m Round	R
	Mini Matt Tablecloths	2.7m x 1.5m Long	R
25.2	Linen Serviette		R
25.3	Frill		R
26.	DAMASK TABLE CLOTHS		
26.1	Round	3 m	R
26.2	Long	3.2x2. 4m	R
26.3	Serviette		R



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27.	VELVET TABLE CLOTHS		
27.1	Round table cloths	3 x 3cm	R
27.2	Square table cloths	3 x 3cm	R
28.	OVERLAYS		
28.1	Organza Table Cloth		R
28.2	Organza Square		R
28.3	Square Material		R
28.4	Organza Chair binder		R
28.5	Africa Print Overlays		R
28.6	Runner		R
28.7	Organza Runner		R
29.	CHAIR COVERS		
29.1	Stretch Chair Covers		R
30.	TABLES & CHAIRS		
30.1	Round Table		R
30.2	Long Wooden Table 2.4m x 2 m		R
30.3	Long Steel Table		R
30.4	Half Round Table		R
30.5	Plastic Chair		R
30.6	Cocktail Table		R
30.7	Cherry Table		R



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30.8	Wimbledon Chair					R
31.	CAKE STANDS					
31.1	Glass Stands					R
31.2	Square Silver Stand					R
31.3	Round Silver Stand					R
31.4	Round Pewter Cake Stand					R
31.5	Pewter Cake Stand on Pedestal					R
32.	MISCELLANIOUS					
32.1	Arch					R
32.2	Gas Heater					R
32.3	Gazebo					R
32.4	Red Carpet					R
32.5	Umbrella					R
32.6	Fire Extinguishers					R
32.7	Bamboo Baskets					R
33.	COUCHES					
33.1	Chair					R
33.2	Leather Couch (2-seater)					R
33.3	Cushion					R
33.4	Ottoman					R
34.	MARQUEE TENT	M₂	Price/M²	Wooden Flooring	Carpet Tiles	Totals
34.1	Sizes: 6m Frames		R	R	R	R



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

	6m x 3m	18	R	R	R	R
	6m x 6m	36	R	R	R	R
	6m x 9m	54	R	R	R	R
	6m x 12m	72	R	R	R	R
	6m x 15m	90	R	R	R	R
	6m x 18m	108	R	R	R	R
	6m x 21m	126	R	R	R	R
	6m x 24m	144	R	R	R	R
	6m x 27m	162	R	R	R	R
	6m x 30m	180	R	R	R	R
	6m x 33m	198	R	R	R	R
	6m x 36m	216	R	R	R	R
	6m x 39m	234	R	R	R	R
	6m x 42m	252	R	R	R	R
34.2	Sizes: 9m Frames	M₂	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	9m x 3m	27	R	R	R	R
	9m x 6m	54	R	R	R	R
	9m x 9m	81	R	R	R	R
	9m x 12m	108	R	R	R	R
	9m x 15m	135	R	R	R	R
	9m x 18m	162	R	R	R	R



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	9m x 21m	189	R	R	R	R
	9m x 24m	216	R	R	R	R
	9m x 27m	243	R	R	R	R
	9m x 30m	270	R	R	R	R
	9m x 33m	297	R	R	R	R
	9m x 36m	324	R	R	R	R
	9m x 39m	351	R	R	R	R
	9m x 42m	378	R	R	R	R
	9m x 45m	405	R	R	R	R
	9m x 48m	405	R	R	R	R
	9m x 51m	459	R	R	R	R
	9m x 54m	486	R	R	R	R
	9m x 57m	513	R	R	R	R
	9m x 60m	540	R	R	R	R
	9m x 63m	567	R	R	R	R
	9m x 66m	594	R	R	R	R
	9m x 69m	621	R	R	R	R

	9m x 72m	648	R	R	R	R
	9m x 75m	675	R	R	R	R
	9m x 78m	702	R	R	R	R
	9m x 81m	729	R	R	R	R



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	9m x 84m	756	R	R	R	R
	9m x 87m	783	R	R	R	R
	9m x 90m	810	R	R	R	R
	9m x 93m	1647	R	R	R	R
34.3	Sizes: 12m Frames	M₂	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	12m x 6m	72	R	R	R	R
	12m x 9m	108	R	R	R	R
	12m x 12m	144	R	R	R	R
	12m x 15m	180	R	R	R	R
	12m x 18m	216	R	R	R	R
	12m x 21m	252	R	R	R	R
	12m x 24m	288	R	R	R	R
	12m x 27m	324	R	R	R	R
	12m x 30m	360	R	R	R	R
	12m x 33m	396	R	R	R	R
	12m x 36m	432	R	R	R	R
	12m x 39m	468	R	R	R	R
	12m x 42m	504	R	R	R	R
	12m x 45m	540	R	R	R	R
	12m x 48m	576	R	R	R	R



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	12m x 51m	612	R	R	R	R
	12m x 54m	648	R	R	R	R
	12m x 57m	684	R	R	R	R
	12m x 60m	720	R	R	R	R
34.4	Sizes: 15m Frames	M₂	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	15m x 9m	135	R	R	R	R
	15m x 12m	180	R	R	R	R
	15m x 15m	225	R	R	R	R
	15m x 18m	270	R	R	R	R
	15m x 21m	315	R	R	R	R
	15m x 24m	360	R	R	R	R
	15m x 27m	405	R	R	R	R
	15m x 30m	450	R	R	R	R
	15m x 33m	495	R	R	R	R
	15m x 36m	540	R	R	R	R
	15m x 39m	624	R	R	R	R
	15m x 42m	630	R	R	R	R
	15m x 45m	675	R	R	R	R
	15m x 48m	720	R	R	R	R
	15m x 51m	765	R	R	R	R
	15m x 54m	810	R	R	R	R



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	15m x 57m	855	R	R	R	R
	15m x 60m	900	R	R	R	R
34.5	Sizes: 24m Frames	M₂	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	24m x 15m	360	R	R	R	R
	24m x 24m	576	R	R	R	R
	24m x 33m	792	R	R	R	R
	24m x 42m	1008	R	R	R	R
	24m x 51m	1224	R	R	R	R
	24m x 60m	1440	R	R	R	R
35.	Compliance Certificate					Price/M
	Compliance with the Safety at Sports and Recreational Events Act No.2/2010 and Regulations relating to the issuing of compliance certificates.					R
36.	Collapsible physical barriers (speed fencing)					
37.	Event and Site signage as required by Safety at Sports and Recreational Events Act No.2/2010 and Regulations					R
38	Waste Removal Containers/Bins (120/Liter refuge bin on wheels with flip lid)					
	Waste Removal Containers/Bins					R
39	Signage					Price/ Unit
	Directional and location signs, Steel frame (e.g. property for sale)					R
40	Security/Marshalls					Costing/hour
	Security/Marshalls					R
41	Crew Member costs					
	Sleep over cost when setting up tents					R
42	Delivery Costs/Transportation of tents					
	Inside Bloemfontein					R
	Outside Bloemfontein					R



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	Freight Liners	R
	Other trucks	R
ITEM NO	DESCRIPTION	
43	Cold Rooms (Mobile Refrigerator)	R
	6m x 3m	R
	3m x 2m	R
	4m x 2m	R
	2m x 1m	R
44	STRETCH TENTS	
	Accommodating 50 people	R
	Accommodating 100 people	R
	Accommodating 150 people	R
45	Renting of Jumping Castles	
	6m x 4m	R
46	Renting of Slides	
	8m x 10m (Age 5-13yr)	R
GRAND TOTAL		R

47	Additional items	COSTING PER ITEM TO BE ADDED SEPARATELY AND 3RD PARTY INVOICES WILL BE REQUIRED UPON SUBMISSION OF INVOICES (Pricing not required)
	Speakers	
	Motivational Speakers	
	Performers / Dancers	
	Interpreters (Sign Language)	
	Facilitator	
	Artists	
	Broadcasting Media	
	Funeral Parlours	



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REQUIRED BY: FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS		
	Does offer comply with specification	YES/NO
	If not to specification, indicate deviation(s)	
	Period required for delivery	
	Delivery: Firm/not firm	



SBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

3. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	P PERCENTAGE OF BID PRICE



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B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

¹

the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.²
- However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

2

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



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- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100



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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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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

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

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.



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

The specific goals allocated points in terms of this tender	Maximum points	Documentary proof to be attached.	Number of points claimed (80/20 system) (To be completed by the tenderer)
Contracting with persons or categories of persons historically disadvantaged on the basis of race (black people) ownership of 51% or more	10	BBBEE certificate (certified) or sworn affidavit.	
Contracting with persons or categories of persons historically disadvantaged on the basis of gender (women) ownership of 51% or more	5	BBBEE certificate (certified) or sworn affidavit.	
Contracting with persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities) ownership of 51% or more	5	BBBEE certificate (certified) or sworn affidavit	
TOTAL	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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



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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:	
	
	
	
	



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE,
RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

SECTION 2



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. STATUS OF REQUEST FOR BIDS

- 2.1 This bid is an invitation for Bidders to submit a proposal for the supply and delivery of event management service for a period of 3 years.
- 2.2 This Bid is an invitation for Bidders to submit a bid for the provision of supply and delivery of event management service and related services as set out in the special conditions of contract contained herein. .
- 2.3 No binding contract or other understanding for the supply of the Services will exist between the Free Agriculture, Rural Development and Environmental Affairs and any Bidder unless and until the Free State Agriculture, Rural Development and Environmental Affairs has executed a formal written contract with the successful Bidder/s.
- 2.4 The requirement for rendering of event management service will be for the following Departmental Districts

NO.	DEPARTMENTAL DISTRICT
1.	Xhariep District
2.	Mangaung District
3.	Lejweleputswa District
4.	Thabo-Mofutsanyana District
5.	Fezile-Dabi District



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3. FRONTING

- 3.1 The Department of Agriculture, Rural Development and Environmental Affairs is in support of the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, transparent and legally compliant manner. Against this background the Department of Agriculture, Rural Development and Environmental Affairs condemns any form of fronting.
- 3.2 The Department of Agriculture, Rural Development and Environmental Affairs, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents
- 3.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Agriculture, Rural Development and Environmental Affairs, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.
- 3.4 Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department of Agriculture, Rural Development and Environmental Affairs may have against the bidder/contractor concerned

4. PROHIBITION OF RESTRICTIVE PRACTICES

- 4.1 In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
 - directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- 4.2 If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



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5. SCOPE OF WORK

The Events management services will include but will not be limited to the following:

5.1 General

- 5.1.1 Prices must be firm for the 1st year of the contract period. No price adjustments will be allowed during the 1st year of the contract period inclusive of statutory increases. Price adjustment will only be allowed after 12 months from commencement of the contract. Thereafter, price increases will be considered once annually.

5.2 Catering for Event

- 5.2.1 Provide different services and goods as set out on Event Management Pricelist as and when requested

5.3 Clearing of Site (Before and After Event)

- 5.3.1 The Organise the cleaning of the site.
5.3.2 Clear the site of all rubbish and equipment.

Reasonable market-related price based on requirements of event.

5.4 Signage

- 5.4.1 Provide signage.
5.4.2 All areas should be properly demarcated and have proper signage

5.5 The following categories of parking signage should be catered for:

- 5.5.1 The TMC will Parking for busses
5.5.2 VIP (invited guests)
5.5.3 VVIP parking (podium group)
5.5.4 Officials parking
5.5.5 Media parking

5.6 Crowd Control Barriers

- 5.6.1 Provide proper crowd control barriers
5.6.2 Around the stage and VIP sitting and dining areas in both venues

5.7 Security

- 5.7.1 Arrange for security for logistical material.



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5.7.2 Registered security officials to assist at entrances to do body searches for weapons and prohibited drugs when needed.

5.7.3 Also assist SAPS with crowd control during the day on the grounds Reasonable market-related price based on requirements of event.

5.8 Co-Ordination

5.8.1 Work closely with the delegated government officials before and on the day of the event and in the aftermath of the event

5.9 Financial Arrangements

5.9.1 The bidder shall provide a detailed cost breakdown of the following:

5.9.2 Event costing as outlined

5.11 Information/Documentation To Be Provided By Bidder

5.11.1 Provide a plan to empower local companies as sub-contractors within the geographical jurisdiction of the event.

5.12 REQUIREMENT OF BID

The bidder must also provide the following value-added services:

5.12.1 Transportation

The supplier's vehicle for transporting the food should be available for inspection and be to the satisfaction of the Department. The Event Manager / supplier will be expected to have reliable transport, as stipulated in the Health Inspection Certificate.

5.12.2 Hygiene and Cleanliness

Electronic voucher retrieval via web and smart phones; The Free State Agriculture, Rural Development and Environmental Affairs reserves the right to visit the premises of the Event Manager(s) at any given time to monitor hygiene standards. It is important for Event Managers to adhere to the principles of good hygiene and understand the implications of bad hygiene practices in their business practices. All service providers are required to provide valid Health Certificates



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5.12.3 **Cleaning and Removal of Waste from Catered Area**

Travel audits; The Event Manager shall be responsible for cleanliness in the area (dining rooms, kitchens, boardrooms etc). The Event Manager shall be responsible for maintaining areas in a suitable clean and tidy state throughout the event period. The Event Manager shall ensure that work surfaces are cleaned in accordance with good cleaning practices to minimize the risk of gross contamination

5.12.4 **Utensils**

The Event Manager must provide own cutlery, crockery, tablecloths, serviettes and overlays, food warmers.

5.12.5 **Punctuality**

The supplier must adhere fully to times stipulated per event function. Delivery will not be limited only to Agriculture, Rural Development and Environmental Affairs Buildings; venues will be indicated /communicated per event

5.12.6 **Obligations of the Event Manager**

- The event manager shall provide management services in respect of quality and quantity control as well as supervision of the preparations.
- The event manager shall manage and control its staff, in the concerned premises where the function is to be catered for.
- The event manager to deliver the service upon receiving of an official order.
- The event manager shall submit its account direct after the function.
- Claims for payments shall be submitted on official invoices

5.14.7 **Maintaining Directorate/District Property**

- The event manager shall use the facilities and equipment with regard to the principles of energy management and control.
- The event manager shall be responsible for any loss or damage to the facilities and equipment caused by the negligence of the event manager and its employees.
- Replacement will be at the discretion of the directorate involved.



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- The event manager shall notify the department at the earliest opportunity of any breakdown.

5.14.8 Meal Times

- The event manager is expected to serve meals at the precise time as agreed on.
- Late meals are not acceptable and the event manager should co-ordinate with the contact person to keep track of meal times, tea times etc. As there can be changes made as program times may differ from conference or function from time to time.

5.14.9 Quality of Food

5.14.9.1 Presentation

Must comply with the following:

- Look appetizing
- Look elegant (neatly presented and displayed including Bain-Marie's and platters).
- Be aesthetically pleasing (colour, shape and texture must complement each other).

5.14.9.2 Taste

- All meals served may be tested and approved by the department representative.
- The taste of the dish must match the description on the menu.
- Food must be palatable e.g. No burnt taste, too salty or over seasoned, taste bland or under seasoned.
- Customer preferences must be taken into account.
- Religious preferences to be considered.
- Apply healthy cooking methods in all instances.

5.14.9.3 Texture

5.14.9.3.1 Meat and Chicken

- Must not be dry and stringy.
- Must be juicy and tender.
- Must not be tough and rubbery.
- All saucy dishes will not be oily and must be correctly balanced in terms of sauce and meat.
- Trim excess fat.
- All meat must be fresh and safe for human consumption.



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5.14.9.3.2 Vegetables and Starches

- According to customer preference.
- Must be cooked though but remain crisp and firm.
- Two vegetables of the same colour may not be served at the same meal.
- Two vegetables of the same type may not be served at the same meal (broccoli and cauliflower).
- Vegetables may not be the same colour as the protein or starch.

5.14.9.3.3 Sauces

- Must be smooth with no lumps.
- Consistency must be correct, custards must be of a coating consistency and gravies of pouring consistency.
- According to customer preference.

5.13 Service

- Each dish must have its own serving utensils.
- No food is to be served by hand or with the aid of fingers.
- The size of the serving utensils must be appropriate to the portions size (ladles for soup).
- Slotted spoons may not be used for serving sauce dishes.
- All fried and grilled items must be served with tongs only.
- Chips and other roasted or fried potatoes must be served with a tong or suitable scoop.
- Clean crockery and cutlery must be used at all times and it must be in a good condition.
- Glassware must be in a good condition and not chipped or cracked.
- All juices served must be 100% fruit juice and may not be diluted.
- Tooth Picks and serviettes must be available to guests.
- Servers must be clean and appropriately dressed and should be well behaved at all times.

5.14 Temperature Control

- Food may not be reheated.
- Food must be kept warm.

5.15 Equipment Requirements

The event manager must determine their equipment needs according to the menu that is being served. The event manager is responsible to supply all catering equipment when catering for a meal or a function. It is important that the event manager understand that all catering equipment should be in a good and acceptable condition.



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This includes the following:

Cutlery	•	Knives, Forks, Soup Spoons, Dessert Spoons, Butter Knives, Teaspoons
Crockery	•	Starter Plates, Entrée Plates, Main Meal Plates, Dessert Plates, Side Plates, Soup, Fish Plates
Glasses	•	Water, Fruit Juice
Coffee	•	Tea and Coffee Cups, Saucers
Table Linen	•	Tablecloths, Overlays, Napkins
Service Equipment	•	Chaffing Dishes, Bowls, Serving Platters, Tongs, Butter Dishes, Serving Spoons, Forks and Knives etc.
Display	•	Caters are responsible to display food attractively and should provide their own decorations for displays

- Ensure that all the above items have been cleaned and correctly sanitized before use.
- Ensure crockery is not chipped or cracked and if so, remove from service.
- Ensure glassware is not chipped and cracked. Do not use if fingerprints are visible.
- Linen should be clean, freshly laundered and free of any marks or tears.
- Ensure all serving dishes have been cleaned and are free from cracks and damage.
- Teapots and coffee jugs need regular descaling inside to remove the tannin stains and water scale.
- Cruets need to be emptied regularly and cleaned then dried and refilled.
- Oil and vinegar bottles will become sticky if not washed regularly.
- Sugar containers will absorb moisture if not kept absolutely dry.
- Cutlery should be stored in divided trays away from any dust or grease.
- Glassware should be stored in inverted trays away from any dust or grease.
- Never touch food or the inside of glasses, cups, or plates.
- Sugar bowls, cups, and milk jugs must not be picked up or carried with the hand over the top.
- Dishes, plates, glasses, etc. may not be cleaned or polished in the presence of guests.
- If a guest drops a piece of cutlery, pick it up and give them a clean one.

5.16 Costing

5.16.1 Prices must be inclusive of all costs i.e. VAT, delivery, transportation and other factors that will influence the price of the event management services.

- All items should be priced (refer to SBD 3.2)
- The Department must first accept the quotation for the below listed items (5.16.1.1 till 5.16.1.8) before the service provider proceed with the procurement of the service.



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- Copies of third-party detailed invoices should be attached when invoice is submitted for the following items. The Department should perform due diligence before accepting the quotation as to gain maximum cost benefit.

- 5.16.1.1 Speakers
- 5.16.1.2 Motivational Speakers
- 5.16.1.3 Performers / Dancers
- 5.16.1.4 Interpreters (Sign Language)
- 5.16.1.5 Facilitators
- 5.16.1.6 Artists
- 5.16.1.7 Broadcasting Media
- 5.16.1.8 Funeral Parlours

5.16.2 The Service Provider should conduct a market analysis by obtaining three quotations and the lowest price/quotation of the following items should be submitted (by service provider) and accepted by department:

- 5.16.2.1 Speakers
- 5.16.2.2 Interpreters
- 5.16.2.3 Broadcasting Media

5.16.3 The following items/services are excluded from this contract:

- Transportation and Shuttle services, there is a separate departmental districts that should be utilised.
- Promotional items

5.16.4 List all value-added propositions e.g. percentage (%) discount offered, on all invoices.

5.16.5 The Free State Agriculture, Rural Development and Environmental Affairs will pay a 10% Administration/Management Fee on total rand value of the event excluding VAT.

6. DURATION OF THE CONTRACT

- 6.1 The Events Management Company(ies) will be appointed to provide events management services for a three year period. The Department reserves the right to extend for an **additional twelve months**.



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7. BID INFORMATION SESSION

- 7.1 It is non-compulsory for prospective bidders to attend the briefing session and the briefing session will be held in the following place and date:

No	DISTRICT	TOWNS/ PLACE	DATE	TIME	VENUE
1	Mangaung	Bloemfontein (Glen)	07 February 2025	11:00	Glen (IPJ Hall)

8. FEE STRUCTURES/SERVICE FEES (Price pages for bid purposes SBD 3.1)

- 8.1 In order to evaluate all bids on the same basis, bidders are to complete the tables as outlined in the SBD 3.1. It will form part of the overall costing and evaluation of this bid. Bidders are to indicate prices for the first year and an escalation percentage for the second and third years.

9. DECLARATION

- 9.1 Where a Shareholder/Member/Individual/Director has an interest in any other company that is participating in this bid, they must disclose taking into consideration the provisions of SBD4 and failure to do so will result in disqualification.
- 9.2 List of Shareholding/membership/directorship by Name of business, Position occupied and percentage of shareholding in the business

NAME OF BUSINESS	POSITION OCCUPIED IN THE BUSINESS	% OF SHAREHOLDING IN THE BUSINESS	INDICATE BY TICKING X NEXT TO THE BUSINESS YOU ARE REPRESENTING IN THIS BID.

10. PERIOD OF CONTRACT

The events management contract will be running for a period of 3 years from the date of approval of the contract.



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11. PRICE ADJUSTMENTS

- 11.1 No price adjustments will be allowed during the 1st year of the contract period, it will only be considered on the anniversary of the contract using Consumer Price Index (CPI) read with SBD 3.2 (Price Adjustments).

12. SUBMISSION OF BID DOCUMENT/S

Completed bid documents should be sealed, clearly marked **DARD/RFB 08/2024/2025** and deposited in the bid box at the address stated in the invitation on or before 11:00 on **Monday the 03 March 2025** which is accessible Monday to Friday at Admin Building on the Ground Floor.

- 12.1 Bidders are to ensure that all pages of the document are attached.

13. OPENING OF THE BID BOX

Bid documents will be opened publicly immediately on closing date and time stipulated. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.

14. COMPILATION OF DOCUMENTS

All documents should be completed with black ink on the date and time of submission.

15. EVALUATION PROCESS

- 15.1 The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV
Administration and Mandatory bid requirements	Functionality	Price and B-BBEE	Recommendation and Appointment
Compliance with administration and mandatory bid requirements ○ Tax Compliance Status Pin; ○ Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 80/20 preference system subject to the lowest bid received	Recommendation and appointment to the relevant Department



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15.2 Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated in this bid document. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.

15.2.1 Tax Compliance Status Pin;

Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

15.3 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.

Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)

Complete your registered CSD vendor number on the checklist.

Provide a copy of the CSD Registration 'Summary Report'.

15.4 Tax Compliance

Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing.

Bidder(s) must be compliant when submitting a bid to the Free State Provincial Government and remain compliant for the entire contract terms with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No.58 of 1962) and Value Added Tax Act 1991 (Act No.89 of 1991).

It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations at the point of awarding.

The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

15.5 Consortia/Joint Ventures/Sub-contractors

Where Consortia/Joint Ventures/Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

In bids where consortia/joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate/pin/csd number.

15.6 Other non-mandatory

All other non-mandatory compliance matters are verified and captured.



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18. PHASE II: Functionality

18.1 Phase II: Functionality Evaluation as per the Terms of Reference

Functionality will be evaluated on the basis of the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

18.2 Rating

Prospective bidders will be rated on each functionality criterion in accordance with the following matrix.

Table 2: Functionality schedule

CRITERIA	GUIDELINE FOR EVALUATION CRITERIA APPLICATION	MEANS OF VERIFICATION	POINTS	
PERFORMANCE CAPACITY	Bidders to provide proof of relevant experience for rendering of events management environment.	Specify when, where, and for which institutions the service was rendered in the last 5 years. Provide proof of contractual agreements or appointment letters or purchase order together with reference letters or invoice which must include the following information: - contactable reference - date of appointment - must on the company letter head. - duration of contract and value of the contract - Letter should be signed by an authorised representative of the company		20
	1 to 3 Appointment letters and reference letters		0	
	4 to 8 Appointment letters and reference letters		10	
	More than 10 Appointment letters and reference letters		20	
		Note. Appointment or reference letters a) not confirming to the above requirements will not be considered. b) No contactable references are included will also not be considered. c) Each appointment letter or purchase order must accompanied by a corresponding reference letter		
PERFORMANCE CAPACITY	Bidders must provide proof of capacity to provide events management Services.	Attach proof of performance and operational capacity: - Valid Health Certificate - Verifiable proof of ownership/ or access to accommodation /building (place of business). - Verifiable proof of ownership/access to logistical equipment (a letter must be provided) - Vehicles available to the service provider (provide proof of delivery vehicle in terms of ownership / leasing)		20
	No evidence attached or evidence not valid or sufficient.		0	
	1.Valid Health and Engineering Certificate – in terms of building		5	
	2.Ownership/access to logistical equipment		5	
	3.Availability of transportation (proof must be attached)		10	
HUMAN RESOURCE CAPACITY	Bidders must provide proof of Human resource capacity to provide events management Services.	Profile of key staff available with - CV's to be attached with certified copies of qualifications and professional registrations. - Appointment letter for the Events Manager must be attached.		10
	No CV'S Attached or CV that are not having the relevant experience.		0	



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	Operations or Events Manager – less than 5 years’ experience in events management services		5	
	Operations or Events Manager – More than 5 years’ experience in events management services		10	
FINANCIAL CAPACITY	Proof of credit facility or access to finances to facilitate execution of the project within the time period. Banking Code letters will not be acceptable as a credit/funding letter.	Attach proof of financial capacity: - Bank Statement not older than Three Months - Credit letter or commitment letter from a registered service provider and/or a credit agreement or equivalent and the letter must be signed by authorised representative and should include contactable reference - Amount that the supplier qualifies for - Signed or stamped by the institution. - FSP number for the credit provider will be verified for existence. - The letter must indicate that the service provider will be funded. Note. Credit Letters from the bank <i>printed from electronic banking system without signatures are acceptable but should have an authorised bank stamp.</i> <i>No contactable references are included will also not be considered.</i> <i>Not confirming to the above requirements will not be considered.</i>		20
	< R 50 000		0	
	R 50 000 – R 150 000		5	
	R 100 001 – R 150 000		10	
	> R 150 000		20	
METHODOLOGY	Provide a descriptive methodology for providing events management services.	Attach a Detailed methodology for providing events Management Services Sufficient: - Describes sufficiently all the deliverable as per the special conditions of contract. Excellent: - Strategic approaches and practical solutions and Extra ordinary measures that will be implemented - Innovative methods and resolution of complex problems or unforeseen circumstances - Includes examples based on experience of complex problems or unforeseen circumstances and solutions that will be provided relating events management services		10
	No description. Not detailed and fails to consider deliverables as per the special conditions of contract.		0	
	Methodology sufficiently described and considers all the deliverable as per the special conditions of contract		5	
	Methodology considers all the deliverable as per the special conditions of contract and include strategic approaches, practical and innovative solutions		10	
LOCALITY	Bidder to provide proof of proximity of the service provider to the service centre:	Proof of residence or valid leasing agreement together with proof of rental payments (i.e. Invoice or statement from the lessor not older than 3 months) or Proof of municipality accounts in the bidders’ name (company name / Director of the company) not older than (3) three months or Municipality Clearance Certificate		20
	Outside Free State		0	
	Within the Free State		10	
	Within the Free State and district		20	
TOTAL			100	



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- 18.3.1 Bids will be evaluated in terms of the new **Preferential Procurement Regulation, 2022** and the bid evaluation criteria stipulated in this section.
- 18.3.2 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 18.3.4 Functionality scores per criterion will be added. Only Bidders that have met or exceeded the minimum threshold of **70 Points** for Functionality will be evaluated and scored in terms of the pricing and specific goals as indicated in the Special Conditions of Contract.
- 18.3.5 The Department reserves the right to determine the number of Companies to be appointed to provide the services.

18.4 Phase III: Preference Point System

Pricing

Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

- 18.4.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022:

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

- 18.4.2 A maximum of 20 points may be allocated to a Bidder for attaining the specific goals as claimed in SBD 6.1.

The specific goals for this project are given in Table 1 of SBD 6.1

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)	Documentary proof to be attached.
Contracting with persons or categories of persons historically disadvantaged on the basis of race (black people) ownership of 51% or more	10	BBBEE certificate (certified) or sworn affidavit.
Contracting with persons or categories of persons historically disadvantaged on the basis of gender (women) ownership of 51% or more	5	BBBEE certificate (certified) or sworn affidavit.



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Contracting with persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities) ownership of 51% or more	5	BBBEE certificate (certified) or sworn affidavit
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18.4.3 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
- (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.

18.4.4 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.

Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.

18.4.5 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points under the particular specific goals.

18.4.6 Failure on the part of the Bidder to comply with paragraphs 0 to 0 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0) under the relevant specific goals.

18.4.7 The State may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to preference.

18.4.8 The points scored will be rounded off to the nearest 2 decimals.

18.4.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.

18.4.10 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.

18.4.11 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

19. OVERALL CRITERIA

CRITERIA	MAXIMUM POINTS
Price	80
Specific goals	20
Grand Total	100



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20. ADJUDICATION OF THE BIDS

- 20.1 The adjudication of bids will be conducted in accordance with PPPFA (80/20) and the Preferential Procurement Regulation, 2022, on Price and Specific goals.
- 20.2 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to HOD: Agriculture, Rural Development and Environmental Affairs.

21. AWARD OF CONTRACT

- 21.1 The number/allocation of service providers will be determined by the Accounting Officer. Free State Department of Agriculture, Rural Development and Environmental Affairs reserves its right at its sole discretion to appoint more than one bidder to implement this project.
- 21.2 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Department of Agriculture, Rural Development and Environmental Affairs.
- 21.5 The outcome of the bid will be published in the Provincial Tender Bulletin, e-Tender Portal and the Free State Agriculture, Rural Development and Environmental Affairs website.

21.6 Bids will be allocated as follows

NO.	DEPARTMENTAL DISTRICT
1.	Xhariep District
2.	Mangaung District
3.	Lejweleputswa District
4.	Thabo-Mofutsanyana District
5.	Fezile-Dabi District

22. LATE BIDS

- 22.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder.

23. COUNTER CONDITIONS

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



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24. SUPPLIER DUE DILIGENCE

- 24.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.
- 24.2 Bidders must submit additional information when so requested.

25. VERIFICATION OF BIDDERS

- 25.1 During the Bid Evaluation and Adjudication process, the status of the supplier must be verified. Should a default be detected, the procedure for the restriction of the supplier as stated in SCM Practice Note No. 5/2006 will be followed.

26. PRESENTATION

- 26.1 The Department may require presentations/interviews from the short-listed Bidders as part of the bid process.

27. COMMUNICATION AND CONFIDENTIALITY

- 27.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 27.2 All communication between the Bidder and the Free State Department of Agriculture, Rural Development and Environmental Affairs must be done in writing.
- 27.2.1 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 27.2.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 27.3 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.
- 27.4 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.



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28. FINANCIAL MANAGEMENT

- 28.1 The Company/ies will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to the Free State Department of Agriculture, Rural Development and Environmental Affairs for payment within the agreed time period.
- 28.2 The Company/ies are responsible for the consolidation of invoices and supporting documentation to be provided to the Free State Department of Agriculture, Rural Development and Environmental Affairs's Financial Department on the agreed time period (e.g. weekly).

29 NEGOTIATIONS

- 29.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs reserves the right to negotiate with the shortlisted Bidder/s a flat rate prior to awarding of the bid and with the successful Bidder/s for more cost-effective rates post awarding of the bid based on market conditions.

30 CONFIDENTIALITY

- 30.1 Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified that he/she has been awarded the contract.
- 30.2 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Department of Agriculture, Rural Development and Environmental Affairs, except where authorized in writing to do so. All material, documents and broadcasting information will remain the property of the Free State Department of Agriculture, Rural Development and Environmental Affairs.
- 30.3 The Free State Department of Agriculture, Rural Development and Environmental Affairs agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except as required and/or authorized by law after awarding of the bid.

31 AGREEMENTS

- 3.1 A Service Level Agreement shall be entered into with the Department of Agriculture, Rural Development and Environmental Affairs to clarify specific operational provisions. The Service Level Agreement will be subject to the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) and the bid documents.
- 31.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid **Free State Agriculture, Rural Development and Environmental Affairs**, the Department may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of



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cancellation or suspension.

32 SETTLEMENT OF DISPUTES

- 32.1 Notwithstanding clauses 27 of the GCC, mediation proceedings will not be applicable to this contract.

33 OFFICIALS PROHIBITED FROM SUBMITTING BIDS

- 33.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Department of Agriculture, Rural Development and Environmental Affairs or a provincial public entity may not have business interest in any entity conducting business with the Department of Agriculture, Rural Development and Environmental Affairs.
- 33.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 33.3 The **Department of Agriculture, Rural Development and Environmental Affairs** may not award any tender or enter into any contract with an employee in the employment of the State.
- 33.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

34 JOINT VENTURE AGREEMENTS

- 34.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid. Kindly complete attached **Annexure A** and register on the CSD as a Joint Venture.
- 34.2 Individual Entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD. It will also be expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.

35 ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

- 35.1 Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, will result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bid



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35.2 THE BIDDER MUST COMPLETE THE FOLLOWING

I _____ in my capacity as _____ of
the company, hereby certifies that I take note and accept the above-mentioned Special Conditions of
the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____



SECTION 3



● GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

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- *NOTES*

The purpose of this document is to:

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

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

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



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General Conditions of Contract



1. Definitions	1. The following terms shall be interpreted as indicated: 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids. 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations. 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution. 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally. 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components. 1.7 “Day” means calendar day. 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order. 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand. 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained. 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of
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	origin and which have the potential to harm the local industries in the RSA.
1.12	"Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" means the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub bidders) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
1.17	"Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site," where applicable, means the place indicated in bidding documents.



	1.21 “Purchaser” means the organization purchasing the goods. 1.22 “Republic” means the Republic of South Africa. 1.23 “SCC” means the Special Conditions of Contract. 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract. 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2. Application	2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents. 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works. 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General	3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged. 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5 Use of contract documents and information; inspection.	5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for



	purposes of such performance. 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract. 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1 All pre-bidding testing will be for the account of the bidder. 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.



	8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned. 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser. 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier. 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier. 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
9. Packing	9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit. 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent



	instructions ordered by the purchaser.
10. Delivery and documents	10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC. 10.2 Documents to be submitted by the supplier are specified in SCC.
11. Insurance	11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
12. Transportation	12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. Incidental services	13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts	14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the



	spare parts, if requested.
15. Warranty	15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC. 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty. 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser. 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
16. Payment	16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC. 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract. 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices	17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.



18. Contract amendments	18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment	19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
	21.2	If at any time during performance of the contract, the supplier or its subbidder(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
	21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
	21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.



22. Penalties	22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Terminationfor 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.
24. Anti-dumping and countervailing duties and rights	24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
25. ForceMajeure	25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.



	25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.



28. Limitation of liability	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation (NIP) Programme	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF EVENTS MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTURE/DEVELOPMENT FOR A PERIOD OF (03) THREE YEARS

34. Prohibition of Restrictive practices	34.1	In terms of Section 4 (1) (b) (iii) of the Competition Act No.89 of 1998,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 relationshipand if a bidder (s) is /are or a contractor (s) was/were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No.89 of 1998.
	34.3	If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor (s) from conducting business with the publicsector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.



ANNEXURE A

DARD/RFB 08/2024/2025: APPOINTMENT OF SERVICE PROVIDER(S) FOR RENDERING OF RENDERING OF EVENT MANAGEMENT SERVICES FOR FREE STATE DEPARTMENT OF AGRICULTUREDEVELOPMENT FOR A PERIOD OF (03) THREE YEARS

IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____