


29/04/2024



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER: HP24/005GS

RETURNABLE DOCUMENTS

FOR

**PROCUREMENT OF MARQUEES AND RELATED
SERVICES FOR THE PRESIDENTIAL INAUGURATION
2024 AT SEFAKO MAKGATHO PRESIDENTIAL GUEST
HOUSE FOR THE VVIP LUNCHEON**

CONTENTS OF BID DOCUMENT

Project title:	PROCUREMENT OF MARQUEES AND RELATED SERVICES FOR THE PRESIDENTIAL INAUGURATION 2024 AT SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE FOR THE VVIP LUNCHEON		
Project Leader:	MEME KGAGARA	Bid / no:	HP24/005GS

SECTIONS IN BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

Bid Document Name:	Number of Pages:
Cover page	1 Page
Content page	1 Page
Map of closing address	1 Page
Bid Form (PA-32)	2 Pages
PA-04(GS): Notice and invitation to tender	7 Pages
PA-09 (GS): List of returnable document	1 Page
PA-10: General Conditions of contract (GCC)	10 Pages
PA-11: Bidder's Disclosure	3 Pages
PA-15.1 Resolution of Board of Directors	2 Pages
PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages
PA-15.3: Special Resolution of Consortia or Joint Venture	3 Pages
PA-16: Preference Points Claim Form	10 Pages
PA-40: Declaration of designated groups for preferential procurement	2 Pages
Terms of reference	17 Pages
Annexure A Pricing Schedule	19 Pages
Annexure B Company Experience	01 Pages
Annexure C Proof of Experience of an Event Manager, Site Officer & Security Officer	01 Pages

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE
REPUBLIC OF SOUTH AFRICA**

PLEASE TAKE NOTE

BID NUMBER: HP24/005GS

CLOSING TIME: SHARP 11:00 CLOSING DATE: 14 MAY 2024

***BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE
ACCEPTED FOR CONSIDERATION***

BID DOCUMENTS MAY BE POSTED TO

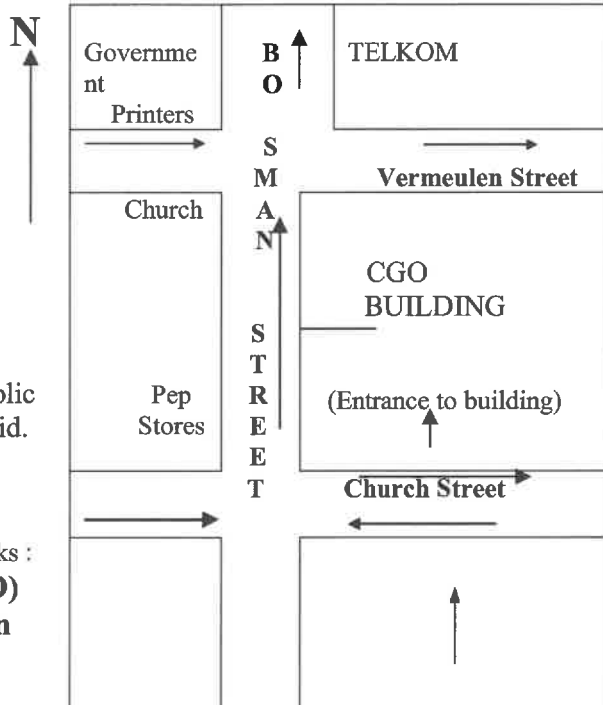
**DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001**

**ATTENTION: TENDER SECTION:
Central Government office: Room 121**

Bid documents that are posted must reach the Department of Public
Works: Tender section, before 08:00 on the closing date of the bid.

OR

The bid documents may be deposited at the Department of Public Works :
Head Office: **Room 121, Central Government Office (CGO)**
c/o Bosman and Vermeulen Street.(Entrance Vermeulen
Street) Pretoria,0001



The Head Office of the Department of Public Works is open **Mondays to Fridays**
07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be
accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR, CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	HP24/005GS	CLOSING DATE:	14/05/2024	CLOSING TIME:
	11:00AM			
DESCRIPTION	PROCUREMENT OF MARQUEES AND RELATED SERVICES FOR THE PRESIDENTIAL INAUGURATION 2024 AT SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE FOR THE VVIP LUNCHEON			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
Department of Public works: CGO Building: Bosman and Madiba ST				
Pretoria Central: Reception area				
OR POSTED TO:				
Attention to Procurement Office: Bid Admin: Department of Public Works: CGO Building: Bosman and Madiba ST: Private bag x65:				
Pretoria Central:0001				
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				
	TCS PIN:		OR	CSD No:
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

- 1. BID SUBMISSION:**
 - 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
 - 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
 - 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies



PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF Procurement of Marquees and related services for the Presidential Inauguration 2024 at Sefako Makgatho Presidential Guest House for the VVIP Luncheon

Project title:	Procurement of Marquees and related services for the Presidential Inauguration 2024 at Sefako Makgatho Presidential Guest House for the VVIP Luncheon		
Bid no:	HP24/005GS		
Advertising date:	30/04/2024	Closing date:	14/05/2024
Closing time:	11H00 AM	Validity period:	84 days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☒ NO ☐

Note 1: Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria: ¹	Weighting factor:
1. Bidder work experience: The Bidder to provide a list of contactable references and supporting documents (i.e. appointment letters and/or completion reports and/or completion certificates) for current and previous projects of a comparable nature and capacity undertaken and successfully completed within time, cost and quality during the past Ten (10) years. Prestigious VVIP venue capacity of 500 or above. Respond to this criterion by completing Annexure B (Company Experience) 10 Projects = 5 8-9 Projects = 4 6-7 Projects = 3 4-5 Projects = 2 2-3 Projects = 1 0-1 Projects = 0	30
2. Financial capability The bidder to provide an Original bank stamped or Certified Bank Rating Certificate from Banking Institute to justify credit risk Bank Rating of "A" = 5 Bank Rating of "B" = 4 Bank Rating of "C" = 3 Bank Rating of "D" = 2 Bank Rating of "E" = 1 No Rating provided = 0	15

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¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.



3. Technical / Human Resources or Key Personnel to be assigned to the project: Provide CV for Events Project Manager, Site Manager, and Safety Officer to be deployed for setting up structures and to provide management of facilities. Note: Demonstrate Practical Experience of above Managers assigned to project. The member with the least years of experience will be used to award points. 9 and above years of experience as Events Manager, Site Manager, and Safety Officer respectively = 5 7-8 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 4 5-6 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 3 3-4 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 2 0- 2 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 1 The above will be assessed as a cluster and failure to provide any of the three mentioned above will result in zero points = 0	30
4. Project Execution Plan Provision of the execution plan indicated the milestone and the numbers of days to setup. 5 days set up programme = 5 6-8 days set up by the service provider = 4 09-11days set up by the service provider = 3 12-14 days set up by the service provider = 2 15-18 days set up by the service provider = 1 More than 18 days set up by the service provider = 0	25
Total	100 Points

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:

60

(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

It is a Prestigious Event that is expected to host Royalties and Heads of States

2. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:



☐ Method 1 (Financial offer)

☒ Method 2 (Financial and Preference offer)

2.1. Indicate which preference points scoring system is applicable for this bid:

☒ 80/20 Preference points scoring system	☐ 90/10 Preference points scoring system	☐ Either 80/20 or 90/10 Preference points scoring system
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3. RESPONSIVENESS CRITERIA

3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	All parts of tender documents submitted must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	Submission of PA-32: Invitation to Bid
6	☐	Submission of record of attending compulsory briefing session.
7	☒	The Pricing Schedule provided as Annexure A must be completed in full. Each individual field must be completed in order for the tender to be RESPONSIVE.
8	☒	Attendance of compulsory briefing session. Failure to attend the compulsory briefing session will lead to disqualification. Attendance register will be used in this regard.
9	☒	Proof of Public Liability Insurance from an approved Insurer duly with the finance service provider board of not less than R10 000 000 must be provided
10	☐	<i>Specify other responsiveness criteria</i>
11	☐	<i>Specify other responsiveness criteria</i>

3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-11): Bidder's disclosure.
4	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	☒	Completion and submission of Annexure B- C as per the terms of reference.

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8	☐	Specify other responsiveness criteria
9	☐	Specify other responsiveness criteria
10	☐	Specify other responsiveness criteria

3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals:

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

☒	4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.		
	Table 1		
	Serial No	Specific Goals	Documentation to be submitted by bidders to validate their claim
	1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	Preference Points Allocated out of 20: 10 • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	Preference Points Allocated out of 20: 2 • Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
	3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	Preference Points Allocated out of 20: 4 • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	Preference Points Allocated out of 20: 2 • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



	(Mandatory)		and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



4.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in



				the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2		SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2		- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDSA).
OR				
5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2		ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

5. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- ☒ Alternatively; Bid documents may be collected during working hours at the following address National Department of Public Works and Infrastructure, 256 Madiba Street, Pretoria Central. A non-refundable bid deposit of R 200 is payable, (Cash only) is required on collection of the bid documents.

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- ☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at No.09 Rothsay Street Bryntirion Estate (Pretoria) - Sefako Makgatho Presidential Guest House at Bryntirion Estate in Pretoria.NB: bring along ID documents to be granted access to the Estate on 06/05/2024 starting at 10:00 am. Venue Bryntirion Estate. (if applicable)

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	Meme Kgagara	Telephone no:	021 402 2017
Cellular phone no	066 472 2828	Fax no:	
E-mail	Meme.Kgagara@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Mannukoana Ramotheba	Telephone no:	012 406 1800
Cellular phone no	072 737 7153	Fax no:	
E-mail	Mannukoana.Ramothaba@dpw.gov.za		

7. DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms

BID DOCUMENTS MAY BE POSTED TO:	OR	DEPOSITED IN THE TENDER BOX AT:
THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 65 PRETORIA 0001 ATTENTION: PROCUREMENT SECTION: ROOM 121 POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT		National Department of Public Works and Infrastructure 256 Madiba Street Pretoria Central 0001 Room 121

PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	PROCUREMENT OF MARQUEES AND RELATED SERVICES FOR THE PRESIDENTIAL INAUGURATION 2024 AT SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE FOR THE VVIP LUNCHEON		
Project Leader:	MEME KGAGARA	Bid / Quote no:	HP24/005GS

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
Cover page	01 Pages	☐
Map	01 Pages	☐
Bid form of offer (PA 32)	03 Pages	☐
PA 04 (GS):Notice and invitation to tender	07 Pages	☐
PA 09 (GS):List of returnable documents	01 Pages	☐
PA-10(GS):General Conditions of contract	10 Pages	☐
PA-11(GS) Bidder's Disclosure	03 Pages	☐
PA-15.1: Resolution of board of Directors	02 Pages	☐
PA-15.2:Resolution of board of Directors to enter into consortia or joint venture	02 Pages	☐
PA-15.3:Special resolution of consortia or joint ventures	03 Pages	☐
PA-16: Preference Points Claim Form	10 Pages	☐
PA-40: Declaration of designated groups for preferential procurement	02 Pages	☐
Terms of reference	17 Pages	☐
Annexure A Pricing Schedule	21 Pages	☐
Annexure B Schedule of Prices	02 Pages	☐
Annexure C Proof of Experience of Event Manager, Site Officer & Security Officer	01 Pages	☐

Name of Bidder	Signature	Date



PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

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.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
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19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.



- 1.16. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **"Project site"** where applicable, means the place indicated in bidding documents.
- 1.21. **"Purchaser"** means the organization purchasing the goods.
- 1.22. **"Republic"** means the Republic of South Africa.
- 1.23. **"SCC"** means the Special Conditions of Contract.
- 1.24. **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **"Written" or "in writing"** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.



25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

33. National Industrial Participation Programme (NIPP)

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

34. Prohibition of Restrictive Practices

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

Name of Bidder	Signature	Date

PA-11: 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 interest (1) 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

(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.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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.



- 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

This form has been aligned with SBD4



PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

(Project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
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4			
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15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (Postal code) _____

Postal Address: _____

_____ (Postal code) _____

Telephone number: _____

Fax number: _____



PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

(tick whichever is applicable).

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10 or 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 shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☒ 80/20	☐ 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 Breakdown Allocation of Specific Goals Points

- ☐ **1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and

			- Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or - National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

☒ **1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Official Municipal Rates Statement which is in the name of the bidder. Or Any account or statement which is in the name of the bidder.

			Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.

☐ **NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and

5. ☐	OR			- Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
		An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/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:

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

Where

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

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:

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

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 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 4: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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

PA-40: DECLARATION OF DESIGNATED GROUPS

Tender no: **HP24/005GS**

Name of Tenderer

☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

1 EME: Exempted Micro Enterprise

2 QSE: Qualifying Small Business Enterprise

PA-40: DECLARATION OF DESIGNATED GROUPS

Tender no:

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



public works
& infrastructure
Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

Procurement of Marquees and related services for the Presidential Inauguration 2024 at Sefako Makgatho Presidential Guest House for the VVIP Luncheon

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Annexure A Pricing Schedule

Annexure B Company Experience

Annexure C Proof of Experience of an Event Manager, Site Officer, Safety Officer

1. PURPOSE

The Department of Public Works and Infrastructure (DPWI) requires services for the supply, erection, maintain and removal of movable infrastructure for the 2024 Presidential Inauguration in Pretoria, Bryntirion Estate, Sefako Makgatho Presidential Guest House for the VVIP Luncheon.

2. ABOUT THE DEPARTMENT

Department of Public Works and Infrastructure is mandated amongst others to provide events related movable infrastructure for the 2024 Presidential Inauguration.

3. PROBLEM STATEMENT

Department of Public Works and Infrastructure seeks a **service provider or service providers** who will provide a service in relation to the 2024 Presidential Inauguration. This service should be rendered according to the proposed scope of work, timeframe, quality and efficiency. In this regard, the Department requires a service provider or service providers to supply, deliver, erect, maintain and remove movable infrastructure and specified items, as and when required.

4. SERVICE DESCRIPTION

4.1 The event consists of a luncheon that will be hosted in Pretoria Bryntirion Estate at Sefako Makgatho Presidential Guest House.

4.1.1 Scope of Work:

- a) Procurement of VVIP Freestanding Solid Marquee;
- b) Procurement of Kitchen Marquee;
- c) Procurement of Foreign Support Staff Marquee
- d) Procurement of RSA Support Staff Marquee;
- e) Procurement of Ablution Facilities;
- f) Procurement of Furniture for the Banquet Hall, Credential Room and Area C1 (which is VVIP Marquee);
- g) Procurement of supply for the flowers and greenery.

4.2 Compliance to the Regulation of Gatherings Act 205 of 1993 and required drawings and certification by the respective professional disciplines of the Infrastructure management event.

4.3 **The Department of Public Works and Infrastructure reserves the right to allocate the services in part or in full or to appoint more than one service provider.** Specifications or venues may change due to revised client requirements. The timeframe for completion of the movable infrastructure and décor is 5 days prior to the event. The facility to be handed over to the end-user 2 days prior to the event.

4.4 The selected supplier/suppliers will be required to prepare mock setup of furniture to be used in Area A, Area B, Round Table setup and U-shape setup of the Head of State as guided by the story board provided by the Department of Public Works and Infrastructure, and those mock setup will inform the final decision of the awarding. The chosen mock setup must be the one to be used for the event, failure to use the chosen mock setup, the Department will appoint the alternative second best and the initial supplier will be liable for the payment.

5. FUNCTIONAL EVALUATION CRITERIA

The following Functionality Criteria will be used (minimum threshold function of 60% will be applied:

1. Bidder work experience:		
The Bidder to provide a list of contactable references and supporting documents (i.e. appointment letters and/or completion reports and/or completion certificates) for current and previous projects of a comparable nature and capacity undertaken and successfully completed within time, cost and quality during the past Ten (10) years. Prestigious VVIP venue capacity of 500 or above. Respond to this criterion by completing Annexure B (Company Experience)		
10 Projects	= 5	
8-9 Projects	= 4	

6-7 Projects	= 3	30
4-5 Projects	= 2	
2-3 Projects	= 1	
0-1 Projects	= 0	
2. Financial capability The bidder to provide an Original bank stamped or Certified Bank Rating Certificate from Banking Institute to justify credit risk Bank Rating of "A" = 5 Bank Rating of "B" = 4 Bank Rating of "C" = 3 Bank Rating of "D" = 2 Bank Rating of "E" = 1 No Rating provided = 0		15
3. Technical / Human Resources or Key Personnel to be assigned to the project: Provide CV for Events Project Manager, Site Manager, and Safety Officer to be deployed for setting up structures and to provide management of facilities. Note: Demonstrate Practical Experience of above Managers assigned to project. The member with the least years of experience will be used to award points. 9 and above years of experience as Events Manager, Site Manager, and Safety Officer respectively = 5 7-8 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 4 5-6 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 3		30

3-4 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 2 0- 2 years of experience as Events Manager, Site Manager, and Safety Officer respectively = 1 The above will be assessed as a cluster and failure to provide any of the three mentioned above will result in zero points = 0	
4. Project Execution Plan Provision of the execution plan indicated the milestone and the numbers of days to setup. 5 days set up programme = 5 6-8 days set up by the service provider = 4 09-11days set up by the service provider = 3 Points 12-14 days set up by the service provider = 2 15-18 days set up by the service provider = 1 More than 18 days set up by the service provider = 0	25

a) RETURNABLE DOCUMENTS

- I. The Pricing Schedule provided as **Annexure A** must be completed **in full**. Each individual field must be completed in order for the tender to be **responsive**.
- II. Company experience in providing movable infrastructure **Annexure B**.
- III. A proposed Project Execution Plan must be provided for the entire movable infrastructure with a completion date of infrastructure and décor 5 days prior to the date of handover.
- IV. The Event Coordinator and Site Manager and Safety Officer's experience. **Annexure C**.
- V. Proof of Public Liability Insurance from an approved Insurer duly with the finance service provider board of not less than R10 000 000 must be provided.
- VI. **NB: SUCCESSFUL BIDDER WILL BE SUBJECTED TO SSA CLEARANCE.**

b) Compulsory Briefing Session

A compulsory tender briefing will be conducted as per the advertisement in the eTenders.

6. SCOPE OF WORK

AREA A – 100 HEADS OF STATE/ GOVERNMENT AREA - SMPGH

- 3 seater couch
- 2 seater couch
- 2 Wind back armchairs
- 1 coffee table
- set of nest tables
- server
- Persian rugs
- Gas heaters
- Wall draping
- Serving station – Trestle table
- Trestle table under blanket
- Trestle table cloth
- Trestle table skirting
- Napkin
- Silver Napkin rings
- Prestigious and elegant Serviettes
- Centre Piece Flowers with Protea Mix

AREA B: 50 KINGS AND QUEENS HOLDING AREA CREDENTIAL ROOM

- 3 seater division leather couch
- 2 seater couch
- 2 seater couch
- 2 Wind back armchairs
- coffee table
- set of nest tables
- server
- Persian rugs
- Gas heaters
- Mini Bar
- Napkins
- Napkin Rings
- Prestigious and elegant Serviettes

- Serving station – Trestle table
- Trestle table under blanket
- Trestle table cloth
- Trestle table skirting
- Centre Piece Flowers with Protea Mix

AREA C1: HEAD OF STATES VVIP LUNCH MARQUEE – 250

- Solid steel framed 25m x40m executive glass marquee elegantly draped. It must be certified to withstand wind speed of 80km/h and higher gusts, anchored on water drums. No drilling or digging on the surface. It should include the following; Must accommodate 250 guests
- Two (2) doors with one normal entrance and one with a ramp for people living with disabilities.
- Two sides with a view must be glass panels.
- The marquee roof must be waterproof in case of the rain weather.
- Adequate ventilation.
- 4 elegant chandeliers
- Four (4) doors at the back of the marquee to link with the 4 walkways with canopies to the 30m x 6m size kitchen marquee at the back and one (1) door to be provided for access to ablution.
- One (1) door to be provided for evacuation purposes...
- One (1) door to be provided for evacuation purposes.
- Draping of the marquee
- Decking for the marquee. Front part of decking must extend to the paving for drop-off
- Flooring for marquee
- Carpeting for the marquee
- Disabled carpeted (black) ramps with rails
- Artificial grass carpet on the decking marquee
- 3 phase DB board for electrical distribution
- 2X L shape under counter Mini-Bar at sides of Marquee
- Rectangular tables (with a width of 1.2m)
- Prestige Chairs

- Under Blankets
- cotton champagne colour damask tailor made table cloth with no joints to suit the U shape set-up
- Under-plates
- Table Numbers
- Napkin matching the table cloths
- Silver Napkin rings
- Roundtables
- Table Numbers
- Base Plates / Under-plates
- Napkin matching the table cloths
- Napkin rings
- Round Table cloths (damask champagne colour)
- Round under blankets
- Chairs to sit guests (DPWI)
- Chair covers to match table cloths
- Serving station – Trestle table
- Trestle table under blanket
- Trestle table cloth
- Trestle table skirting
- Screening of the service station
- Full length runners/ overlay
- UPS (unlimited) power supply by means of a generator (63 KVA silent diesel Generator)
- Gas Heaters with 9kg bottles
- Fire Extinguisher 9 kg and all OHS signage, including signage for ablutions
- Entertainment Stage 7m x 5m with greenery
- Elegant Chandeliers
- PA Sound System with CD player, Speaker, mixer, microphones

- Umbrellas – White no branding
- Ramp with canopy to access the ablution facilities
- Prestigious and elegant Serviettes
- Centre Piece Flowers with Protea Mix
- Big flower arrangements 300mm high (85% flowers and only 15% greenery allowed) with stands
- Large Floral Arrangements with greenery (sides of marquee)

AREA C2: AREA OUTSIDE MARQUEE AND BANQUET HALL (PRE-ARRIVAL REFRESHMENTS)

- Trestle Tables for serving stations
- Trestle Table under blankets and cloths
- Trestle Table cloths and skirting (3X3)
- Prestigious and elegant Serviettes
- Artificial grass/Carpet
- Padded Cocktail Chairs (Café style)
- Cocktail Tables (café style)
- Stretch Cocktail Table Clothes (Damask cream)
- Small centre pieces
- Napkins
- Napkin rings

AREA D– KITCHEN MARQUEE

- White aluminium frame marquee with solid sided white panel. The marquee should be split in the middle (30m X 6m)
- Roof walkway with canopies to link kitchen with banquet marquee 6m X 3m, 4 walkways required. 3 to kitchen and one to toilets
- non - slippery Wooden flooring in the marquee and walkways
- Ramp with rails from kitchen marquee to the VVIP marquee

- Standard fluorescent lighting
- Distribution board with connections
- 4 X 3 phase C form plug pint and 15 x 20 amp with 50 plug points in the kitchen area
- Combi Ovens with 10 trays racks
- Plates thermal food warmers with plates racks *dependent on numbers
- Trestle tables
- Black Trestle table clothes with skirting
- Electric salamander
- Floor standing electric top grill
- Drop in plate warmers
- Plate gas burners
- (48) later LPG bottles
- Floor standing deep fat fryer
- Gas freezer mobile trailer with 9kg LPG
- Gas fridge mobile trailer with 9kg LPG
- Vertical refrigerators 772 L
- Fire blankets
- UPS (unlimited) power supply by means of a generator (45 KVA silent diesel Generator)

AREA E– FOREIGN SUPPORT STAFF MARQUEE

- "Solid & Glass sided Marquee (10m x 20m) to accommodate 100 guests with flooring, carpeting and draping.
- Two (2) doors with one normal entrance and one with a ramp.
- Two sides with a view must be glass panels.
- The marquee roof must be waterproof in case of the rain weather.
- Adequate ventilation.
- 2 Chandeliers
- One (1) main door to access the marquee.
- Two (2) door to be provided for evacuation purposes.
- Draping
- Flooring
- Carpeting
- Round tables
- Under clothes
- Table clothes
- Chair covers
- Napkins
- Napkin rings
- Centre piece flowers
- Trestle table
- Trestle table under cloth
- Trestle table skirting
- Screening of the service station
- Fire extinguisher and signage
- Gas Heaters
- Disabled carpeted (black) ramps with rails

AREA F: RSA SUPPORT STAFF: 250

- "Solid & Glass sided Marquee (15m x 30m) to accommodate 100 guests with flooring, carpeting and draping.
- Two (2) doors with one normal entrance and one with a ramp.
- Two sides with a view must be glass panels.
- The marquee roof must be waterproof in case of the rain weather.
- Adequate ventilation.
- 2 Chandeliers
- Three (3) main doors to access the marquee.
- Two (2) door to be provided for evacuation purposes.
- Draping
- Flooring
- Carpeting

- Round tables
- Under clothes
- Table clothes
- Napkins
- Napkin rings
- Centre piece flowers
- Trestle table
- Screening of the service station
- Trestle table under cloth
- Trestle table skirting
- Fire extinguisher and signage
- Chair covers
- Gas Heaters
- Disabled carpeted (black) ramps with rails

AREA G: ABLUTION FACILITIES

- "Ablution facilities VVIP toilets with a janitor and double ply toilet paper with consumables (8 x his and hers, 4 x disability)(40m X 15m)
- Screen to hide toilet
- Golf carts

AREA H: Compliance certificates

- Engineering certificate for temporary infrastructure
- Electricity certificate
- Fire retardant certificate
- Occupancy certificate from the local municipality
- Electrical COC for all temporal electrical installation
- OHS Certificate
- Gas installer certificate

AREA I: STANDBY PERSONNEL

- Electrician
- Air conditioner technician
- Toilet Cleaners (Every 30 minutes check if there is 2 ply toilet paper, cleaning and disinfect all the ablution facilities)
- Plumber

AREA J: ENTERTAINERS/ MEDIA MARQUEE (CHANGE ROOM)

- Solid & Glass side marquee (10m x 15m) to be split into 3 rooms, 1 male, 1 female changing rooms and lunch venue
- Gas heaters
- Draping
- Flooring
- Carpet tiles
- Chandeliers
- Disabled carpeted (black) ramps with rails

6.1 Compliance Certificates and Drawings

The following drawings and compliance certification must be provided:

- I. Drawings of all structures
- II. Engineering certificate for temporary infrastructure
- III. Layout drawings of emergency exits and electrical points
- IV. Electricity certificate
- V. Draping Fire retardant certificate
- VI. Occupational Health and Safety certificate
- VII. Plumbing certificate
- VIII. Gas specialist certificate

7. INFRASTRUCTURE REQUIREMENTS

The following resource requirements must be complied with and be **included in the Bid price and inclusive of VAT**:

- a) To ensure that all marquees, structures, ramps and stages are erected, maintained and dismantled according to an approved project plan.
- b) Compliance to the Regulation of Gatherings Act 205 of 1993, engineering certification, electrical certification (COC), fire retardant certification for the draping and drawings with layout of the marquees for Tshwane Municipality.
- c) All marquees must have disabled access ramps.

- d) All decking structures must be covered with green shades cloth.
- e) Electricity must be provided 5 days prior to the event.
- f) A 24 hour standby electrician must be provided at all sites from 5 days (24 hours per day) before the event and on the day of the event
- g) A 24 hour infrastructure standby crew must be provided at all sites from the completion of the structures and on the day of the event.
- h) All structures to be secured at the cost of the service provider.
- i) Any damages or losses must be covered by the service provider.
- j) All structures and venues to be cleaned prior to the event.
- k) Public Liability Insurance must be provided, including all risk insurance for marquees, staging and other structures.
- l) All materials and equipment to be utilized for the erection of the infrastructure e.g. cranes etc.
- m) Any damages to gardens, lawns etc. must be restored to original condition.
- n) Compliance to Health and Safety Regulations.

8. GENERAL

The following general requirements must be compiled with:

a) Project Executive Plan

A final project executive plan reflecting detailed operations and due dates must be signed off by DPWI, before any construction commences.

b) Status Reports

Status reports must be provided as and when required.

c) Close Up Report

Upon completion of the event a close out report with photographic images of the focus points in the event should be handed to DPWI. No final payments will be made if the said report is not submitted to DPWI.

d) Oversee dismantling and close out

Ensure that all equipment are collected within 3 days after the event and that final accounts are settled in time.

Service providers must ensure that all delivered equipment's and infrastructure are at their own responsibility in terms of loss and damage.

e) Operating hours

Operating hours are from 8h00 to 17h00 at certain venue.

f) Disbursements/Transportation

To be included in the infrastructure cost.

g) Accreditation

All crew must be accredited before access to sites will be granted. The service provider must identify backup crew in instances where security clearances are refused.

h) Drawings

Detailed Drawing required by Events or Local Authority to be drafted and supplied by the contractor on request.

9. RESPONSIBILITIES

9.1 DPWI: The departmental officials, who are concerned with arranging the event will be responsible for:

Providing the necessary detail and information so that the service requirements are understood.

Rendering all reasonable assistance in executing the service.

Granting the service providers access to the areas prior and upon appointment.

9.2 SERVICE PROVIDER: The personnel, who is involved in the event will be responsible for:

a) Executing services as stipulated above.

b) Suggesting alternative arrangements if requested service is not available, or if it can be proven that with the deviations from the original arrangements, financial savings can be realised.

c) Timeous delivery of services as stipulated on approved Project Plan.

d) Upon request from the Department, remove any resource employed on site in cases where the service rendered by the resource is not in accordance with departmental requirements.

- e) Erect temporary office space and portable ablution facilities at own cost for ALL staff employed by the service provider and supply own office equipment to ensure smooth operation of service to be provided. The facilities should be erected at an area allocated by DPWI.
- f) Timeous submission of correct detailed invoices for rendered services in order for payment to be effected by DPW within 30 days of receipt.
- g) Timeous submission of management reports as and when required.
- h) Ensuring confidentiality in respect of all arrangements concerning the event and all persons.
- i) Any additional services and infrastructure required by bidder will be for their own account.
- j) Any additional services supplied by the bidder and not requested by the DPWI will be at the bidder cost.

10. OTHER

NOTE: THE DEPARTMENT HAS A RIGHT TO INCREASE OR DECREASE THE SCOPE OF WORK IF NEEDS ARISE

7. ENQUIRIES:

Ms Meme Kgagara

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Meme.Kgagara@dpw.gov.za

Ms Mannukoana Ramotheba

012 406 1800

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ANNEXURE A: PRICING SCHEDULE

NOTE 1: (FAILURE TO COMPLETE THIS FORM WILL RESULT IN DISQUALIFICATION)

NOTE 2: (REPLICATION TO THIS FORM WILL NOT BE ALLOWED)

TYPE OF EVENT	2024 Presidential Inauguration
DATE OF EVENT	June 2024
VENUE	PROCUREMENT OF MARQUEE AND RELATED SERVICES FOR SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE VVIP LUNCHEON



AREA A – 100 HEADS OF STATE/ GOVERNMENT AREA - SMPGH

NOTE	Narrative/ Storyboard Sefako Makgatho: Banquet Hall will host 100 heads of state The banquet hall will have 12 pocket areas which allows 8 guests to sit at any given time.
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Item	Description of Work	Quantity	Tariff	Amount
1.	3 seater couch	12		
2.	2 seater couch	12		
3.	2 seater couch	12		
4.	2 Wind back armchairs	12		
5.	1 coffee table	12		
6.	set of nest tables	12		
7.	server	12		
8.	Persian rugs	12		
9.	Gas heaters	15		
10.	wall draping	1		
11.	Serving station – Trestle table	2		
12.	Trestle table under blanket	2		
13.	Trestle table cloth	2		
14.	Trestle table skirting	2		
15.	Napkin	100		
16.	Silver Napkin rings	100		
17.	Prestigious and elegant Serviettes	100		
18.	Centre Piece Flowers with Protea Mix	12		
19.				
	SUBTOTAL FOR AREA A			



AREA B: KINGS AND QUEENS HOLDING AREA CREDENTIAL ROOM

NOTE	
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Item	Description of Work	Quantity	Tariff	Amount
1.	3 seater division leather couch	6		
2.	2 seater couch	6		
3.	2 seater couch	6		
4.	2 Wind back armchairs	12		
5.	coffee table	6		
6.	set of nest tables	6		
7.	server	3		
8.	Persian rugs	6		
11.	Gas heaters	10		
12.	Mini Bar	1		
13.	Napkins	55		
14.	Napkin Rings	55		
15.	Prestigious and elegant Serviettes	55		
16.	Serving station – Trestle table	2		
17.	Trestle table under blanket	2		
18.	Trestle table cloth	2		
19.	Trestle table skirting	2		
20.	Centre Piece Flowers with Protea Mix	6		
	SUBTOTAL FOR AREA B			R0



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AREA C1: HEAD OF STATES VVIP LUNCH MARQUEE – 250

NOTE:	Narrative/ Storyboard Sefako Makgatho: Banquet Hall will host 100 heads of state The banquet hall will have 12 pocket areas which allows 8 guests to sit at any given time.
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Item	Description of Work	Quantity	Tariff	Amount
1.	• Solid steel framed 25m x40m executive glass marquee elegantly draped. It must be certified to withstand wind speed of 80km/h and higher gusts, anchored on water drums. No drilling or digging on the surface. It should include the following; • Must accommodate 250 guests • Two (2) doors with one normal entrance and one with a ramp for people living with disabilities. • Two sides with a view must be glass panels. • The marquee roof must be waterproof in case of the rain weather. • Adequate ventilation. • 4 elegant chandeliers • Four (4) doors at the back of the marquee to link with the 4 walkways with canopies to the 30m x 6m size kitchen marquee at the back and one (1) door to be provided for access to ablution. • One (1) door to be provided for evacuation purposes.	1		
2.	Draping of the marquee	1		



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3.	Decking for the marquee. Front p	1		
4.	Flooring for marquee	1		
5.	Carpeting for the marquee	1		
6.	Disabled carpeted (black) ramps with rails	3		
7.	Artificial grass carpet on the decking marquee	1		
8.	3 phase DB board for electrical distribution	1		
9.	2X L shape under counter Mini-Bar at sides of Marquee	2		
	U SHAPE TABLE SET UP			
10.	Rectangular tables (with a width of 1.2m)	34		
11.	Prestige Chairs	100		
12.	Under Blankets	100		
13.	cotton champagne colour damask tailor made table cloth with no joints to suit the U shape set-up	100		
14.	Under-plates	100		
15.	Table Numbers	34		
16.	Napkin matching the table cloths	120		
17.	Silver Napkin rings	120		
	ROUND TABLE SET UP			
18.	Roundtables	25		
19.	Table Numbers	25		
20.	Base Plates / Under-plates	170		
21.	Napkin matching the table cloths	170		
22.	Napkin rings	170		
23.	Round Table cloths (damask champagne colour)	25		



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24.	Round under blankets	25		
25.	Chairs to sit guests (DPWI)			
26.	Chair covers to match table cloths	170		
27.	Serving station – Trestle table	10		
28.	Trestle table under blanket	10		
29.	Trestle table cloth	10		
30.	Trestle table skirting	10		
31.	Screening of the service station	1		
32.	Full length runners/ overlay	10		
33.	UPS (unlimited) power supply by means of a generator (63 KVA silent diesel Generator)	1		
34.	Gas Heaters with 9kg bottles	15		
35.	Fire Extinguisher 9 kg and all OHS signages, including signages for laboratories	4		
36.	Entertainment Stage 7m x 5m with greenery	1		
37.	Elegant Chandeliers	6		
38.	PA Sound System with CD player, Speaker, mixer, microphones	1		
39.	Umbrellas – White no branding	4		
40.	Ramp with canopy to access the ablution facilities	1		
41.	Prestigious and elegant Serviettes	250		
42.	Centre Piece Flowers with Protea Mix	25		
43.	Big flower arrangements 300mm high (85% flowers and only 15% greenery allowed) with stands	10		
44.	Large Floral Arrangements with greenery (sides of marquee)	4		



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PRICING SCHEDULE: ANNEXURE A

45.	Floral Arrangements for U-Shape Tables	34		
SUBTOTAL FOR AREA C1				



AREA C2: AREA OUTSIDE MARQUEE AND BANQUET HALL (PRE-ARRIVAL REFRESHMENTS)

NOTE	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Trestle Tables for serving stations	3		
2.	Trestle Table under blankets and cloths	3		
3.	Trestle Table cloths and skirting (3X3)	3		
4.	Prestigious and elegant Serviettes	110		
5.	Artificial grass/Carpet	1		
6.	Padded Cocktail Chairs (Café style)	24		
7.	Cocktail Tables (café style)	12		
8.	Stretch Cocktail Table Clothes (Damask cream)	12		
9.	Small centre pieces	12		
10.	Napkins	110		
11.	Napkin rings	110		
	SUBTOTAL FOR AREA C2			



AREA D– KITCHEN MARQUEE

NOTE	
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Item	Description of Work	Quantity	Tariff	Amount
1.	White aluminium frame marquee with solid sided white panel. The marquee should be split in the middle (30m X 6m)	1		
2.	Roof walkway with canopies to link kitchen with banquet marquee 6m X 3m, 4 walkways required. 3 to kitchen and one to toilets	4		
3.	non - slippery Wooden flooring in the marquee and walkways	1		
4.	Ramp with rails from kitchen marquee to the VVIP marquee	1		
5.	Standard fluorescent lighting	2		
6.	Distribution board with connections	1		
7.	4 X 3 phase C form plug pint and 15 x 20 amp with 50 plug points in the kitchen area	1		
8.	Combi Ovens with 10 trays racks	3		



9.	Plates thermal food warmers with plates racks *dependent on numbers	2		
10.	Trestle tables	20		
11.	Black Trestle table clothes with skirting	20		
12.	Electric salamander	4		
13.	Floor standing electric top grill	4		
14.	Drop in plate warmers	2		
15.	Plate gas burners	6		
16.	(48) later LPG bottles	2		
17.	Floor standing deep fat fryer	2		
18.	Gas freezer mobile trailer with 9kg LPG	2		
19.	Gas fridge mobile trailer with 9kg LPG	2		
20.	Vertical refrigerators 772 L	4		
21.	Fire blankets	5		
22.	UPS (unlimited) power supply by means of a generator (45 KVA silent diesel Generator)	1		
SUBTOTAL FOR AREA D				



AREA E- FOREIGN SUPPORT STAFF MARQUEE

NOTE:	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Solid & Glass sided Marquee (10m x 20m) to accommodate 100 guests with flooring, carpeting and draping. Two (2) doors with one normal entrance and one with a ramp. Two sides with a view must be glass panels. The marquee roof must be waterproof in case of the rain weather. Adequate ventilation. 2 Chandeliers one (1) main door to access the marquee. Two (2) door to be provided for evacuation purposes.	1		
2.	Draping	1		
3.	Flooring	1		
4.	Carpeting	1		
5.	Round tables	10		
6.	Under clothes	10		
7.	Table clothes	10		
8.	Chair covers	100		
9.	Napkins	110		



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PRICING SCHEDULE: ANNEXURE A

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10.	Napkin rings	110		
11.	Centre piece flowers	10		
12.	Trestle table	6		
13.	Trestle table under cloth	6		
14.	Trestle table skirting	6		
15.	Screening of the service station	1		
16.	Fire extinguisher and signage	4		
17.	Gas Heaters	4		
18.	Disabled carpeted (black) ramps with rails	1		
SUBTOTAL FOR AREA E				



AREA F: RSA SUPPORT STAFF: 250

NOTE:	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Solid & Glass sided Marquee (15m x 30m) to accommodate 100 guests with flooring, carpeting and draping. Two (2) doors with one normal entrance and one with a ramp. Two sides with a view must be glass panels. The marquee roof must be waterproof in case of the rain weather. Adequate ventilation. 2 Chandeliers three (3) main doors to access the marquee. Two (2) door to be provided for evacuation purposes.	1		
2.	Draping	1		
3.	Flooring	1		
4.	Carpeting	1		
5.	Round tables	25		
6.	Under clothes	25		



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PRICING SCHEDULE: ANNEXURE A

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7.	Table clothes	25		
8.	Napkins	260		
9.	Napkin rings	260		
10.	Centre piece flowers	25		
11.	Trestle table	10		
12.	Screening of the service station	1		
13.	Trestle table under cloth	25		
14.	Trestle table skirting	10		
15.	Fire extinguisher and signage	4		
16.	Chair covers	250		
17.	Gas Heaters	4		
18.	Disabled carpeted (black) ramps with rails	1		
	SUBTOTAL FOR AREA F			



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AREA G: ABLUTION FACILITIES

NOTE	Toilet Cleaners
	- must clean and dis-infect the facilities every 30 minutes;
	- must supply facilities with 2 ply toilet paper
	- disability toilets must have ramps

Item	Description of Work	Quantity	Tariff	Amount
1.	Ablution facilities VVIP toilets with a janitor and double ply toilet paper with consumables (8 x his and hers, 4 x disability)(40m X 15m)	12		
2.	Golf carts	10		
	SUBTOTAL FOR AREA G			



AREA H: Compliance certificates

NOTE	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Engineering certificate for temporary infrastructure	1		
2.	Electricity certificate	1		
3.	Fire retardant certificate	1		
4.	Occupancy certificate from the local municipality	1		
5.	Electrical COC for all temporal electrical installation	1		
6.	OHS Certificate	1		
	SUBTOTAL FOR AREA H			



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AREA I: STANDBY PERSONNEL

NOTE	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Electrician	1		
2.	Air conditioner technician	1		
3.	Toilet Cleaners - must clean and dis-infect the facilities every 30 minutes; - must supply facilities with 2 ply toilet paper	1		
4.	Plumber	1		
5.	Gas specialist	1		
	SUBTOTAL FOR AREA I			



AREA J: ENTERTAINERS/ MEDIA MARQUEE (CHANGE ROOM)

NOTE:	
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Item	Description of Work	Quantity	Tariff	Amount
1.	Solid & Glass side marquee (10m x 15m) to be split into 3 rooms, 1 male, 1 female changing rooms and lunch venue	1		
2.	Gas heaters	6		
3.	Draping	1		
4.	Flooring	1		
5.	Carpet tiles	1		
6.	Chandeliers	3		
7.	Disabled carpeted (black) ramps with rails	1		
	SUBTOTAL FOR AREA J			



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SUMMARY OF SUB-TOTALS

NOTE:	The grand total inclusive of VAT MUST be transferred to the Invitation to Bid Form (PA-32)
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AREAS A - J	SUBTOTAL PER AREA
AREA A	
AREA B	
AREA C1	
AREA C2	
AREA D	
AREA E	
AREA F	
AREA G	
AREA H	
AREA I	
AREA J	
SUB TOTAL	
VAT 15%	
GRAND TOTAL	

ONLY THE GRAND TOTAL AMOUNT TO BE CARRIED OVER TO THE PA-32

NAME OF REPRESENTATIVE:	SIGNATURE:	DATE:

ANNEXURE B: LIST OF CONTACTABLE REFERENCES

Note: The Bidder is required to furnish the following particulars and to attach additional pages if more space is required.

Relevant projects completed	Name of client	Contact Person.	Contact Tel. No.	Contract Value	Contract commence date	Contract completion date	Description of services
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Name of Bidder	Signature	Date

ANNEXURE C: THE EVENT EVENT MANAGER, SITE OFFICER AND SAFETY OFFICER'S EXPERIENCE

Technical / Human Resources or Key Personnel assigned to the project.	Technical / human resources or key personnel name	Experience of setting up structures and to provide management of facilities.

Name of Tenderer	Signature	Date