

BID DOCUMENT

RENDERING OF EVENT MANAGEMENT SERVICES FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THREE YEARS

BID NUMBER: FSPT004/21/22

INFORMATION SESSION

Date: 14 November 2022

Venue: Microsoft Virtual Sessions

Time: 11h00

NB: In order to be part of the information session, please send your email address to fspt004@treasury.fs.gov.za on or before 11 November 2022 so that the link will be made available to you.

CLOSING DATE : 25 November 2022
TIME : 11H00 AM
VALIDITY PERIOD : 120 DAYS

SUBMIT TENDER DOCUMENT TO:

POSTAL ADDRESS:

HEAD OF DEPARTMENT: FREE STATE PROVINCIAL TREASURY
PRIVATE BAG X 20537, BLOEMFONTEIN, 9300

or

TO BE DEPOSITED IN:

THE TENDER BOX AT THE
NO: 55 CORNER MIRRIAM
MAKEBA AND MARKGRAAFF
STREETS, FIDEL CASTRO
BUILDING, BLOEMFONTEIN,
9300

BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below should be included in the bid.

		COMPLIANT? (TICK ☒ IN APPROPRIATE BOX	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation		
SBD 3.2	Pricing Schedule – Non-Firm Prices and Price Escalation		
SBD 4	Declaration of Interest		
SBD 6.1	Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2017		
2	SECTION 2		
2.1	Special Conditions of Contract (SCC)		
3.	SECTION 3		
3.1	General Conditions of Contract (GCC)		
4.	ATTACHMENTS		
4.1	Proof of business / company address-(municipality account required, Municipal Clearance certificate or rental agreement)		
	Originally certified copies of Identification documents (shareholders/directors)		
	Company's registration, recently updated / valid CK document		
	Valid Tax Compliance Status Pin		
Annexure A	Joint Venture or a Consortium to be completed and returned		

**The successful bidder(s) will be required to fill in and sign a written contract form
(SBD 7)**

FREE STATE PROVINCIAL TREASURY

RENDERING OF EVENT MANAGEMENT SERVICES FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

BID NUMBER: FSPT004/21/22

Important note: The following standard bid forms must be duly completed and attached to the bids:

- SBD 1; 3.2; 4;6.1
- The evaluation of bids will be conducted in accordance with the 80/20 Preference Point System in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017

Physical Address: The **Tender/Bid** box is situated at Fidel Castro Building, Ground Floor Miriam Makeba and Markgraaff streets, Bloemfontein, 9300

Postal Address: Clearly marked bid documents denoting the bid number and closing date may be posted before the closing time and date to:
Head of Supply Chain Management, Private Bag x20537,
Bloemfontein, 9300.

All enquiries may be direct to: fspt004@treasury.fs.gov.za

Prospective bidders should ensure that proposals are delivered timeously to the correct address.
Bid submitted late will be automatically disqualified. The bid box is generally open 24 hours a day, 7 days a week.

This **Bid** is subject to the Special Conditions of Contract (SCC) and General Conditions of Contract (GCC)

NB: All documents must be completed with original black ink.

SECTION 1

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (FREE STATE PROVINCIAL TREASURY)					
BID NUMBER:	FSPT004/21/22	CLOSING DATE:	25/11/2022	CLOSING TIME:	11:00
DESCRIPTION	RENDERING OF EVENTS MANAGEMENT SERVICES FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Postal Address: Provincial Treasury		or	Street Address: Free State Provincial Treasury		
Private Bag x20537			No. 55 Cnr. Markgraaff and Miriam Makeba Streets		
Bloemfontein			Tender/Bid Box situated at the ground floor		
9300			Fidel Castro Building		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	R Tlhomelang		CONTACT PERSON	L. Riddles	
TELEPHONE NUMBER	051 403 3621		TELEPHONE NUMBER	051-405 5521	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	fspt004@treasury.fs.gov.za		E-MAIL ADDRESS	fspt004@treasury.fs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

FSPT004/21/22: EVENT MANAGEMENT SERVICES FOR FREE STATE PROVINCIAL TREASURY

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER _____		BID NUMBER: FSPT004/21/22
Closing Time 11:00 on 25 November 2022		Validity Period: 120 Days
ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
	RENDERING OF EVENTS MANAGEMNET SERVICES FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THIRTY-SIX (36) MONTHS	
1.	BREAKFAST	COST PER PERSON
1.1	English Breakfast	
	Eggs each	
	Choose from the following:	
	Boiled	
	Scrambled	
	poached	
	baked	
	Choose from the following:	
	Fish Cakes	
	Bacon	
	Sausages	
	Choose from the following:	
	Beef each	
	Pork each	
	Chicken each	
	Lamb each	
	Roasted Tomato	
	Bread choose from the following;	



	Toasted Bread	
	Plain Bread	
	White Bread per slice	
	Brown Bread per slice	
	whole grain Bread per slice	
	low GI Bread per slice	
	Choose from the following:	
	Cereals	
	Soft porridge	
	Fresh Fruit Salad (should consist of atleast 3 or more fruits)	
	Yoghurt (100g) assorted	
	Tea (Choose form the following)	
	Plain Tea	
	Rooibos	
	Coffee (choose from the following)	
	caffenaited	
	de-caffenaited	
	100% Juice 330ml bottle screw topped / can (assorted)	
	500ml Bottled Water screw topped	
	Sugar (choose from the following)	
	Brown Sugar	
	White Sugar	
	Sweetner	
	Milk Coffee (Choose from the following)	
	Full Cream/2% Low Fat/Fat Free	
	Creamer	
	To be included	
	Wrapped Toothpicks	
	Serviettes	
	Cutlery and Crockery	

1.2	Morning Tea	
	Tea Tea (Choose from the following)	
	Plain Tea	
	Rooibos	
	Coffee (Choose from the following)	
	Caffenaited	
	De-caffenaited	
	100% Juice 500ml bottle screw topped or can 340ml juice (assorted)	
	500ml Bottled Water screw topped 1 per person	
	Sugar (Choose from the following)	
	Brown Sugar	
	White Sugar	
	Sweetner	
	Milk Coffee	
	Full Cream/2% Low Fat/Fat Free	
	Creamer	
	Variety of Fresh Fruit 2 seasonal	
	Savoury and sweet muffins (variety)	
	Whole	
	Cut in Half	
	Spreads and Cheese (Choose from the following)	
	Grated Cheese	
	Butter	
	Margarine	
	Jam	
	Cheese spread	
	To be included	
	Wrapped Toothpicks	
	Serviettes	
	Cutlery and Crockery	

2.	LUNCH	
2.1	Starter: A choice of one plus a vegetarian option	
	Chicken salad	
	Chicken livers	
	Fish on a bed of lettuce	
	A vegetarian option	
	Mini Quiche	
	Vegetable sticks with a dip	
2.2	Main Course	
	Savoury Rice/Plain Rice	
	Any Two of the following;	
	Roasted Chicken (1/4 chicken breast/leg)	
	Lamb Chops (2 chops) best-end	
	Beef stew	
	Creamed Spinach with Feta	
	Butternut (roasted with cinnamon)	
	Greek Salad with Feta Cheese (Salad dressing separate)	
	Pasta Salad	
	Soft drink can 330ml	
	500ml Bottled Water screw topped	
	To be included	
	Wrapped Toothpicks	
	Serviettes	
	Cutlery and Crockery	
2.3	Main Course (2):	
	Savoury Rice	
	Plain Rice	
	Any Two of the following;	
	Roasted Chicken (1/4 chicken breast/leg)	
	Lamb Chops (2 chops) best-end	

	Beef stew	
	Butternut (roasted with cinnamon)	
	Greek Salad with Feta Cheese (Salad dressing separate)	
	Soft Drink can 330 ml	
	500ml Bottled water screw top	
	To be included Wrapped Toothpicks Serviettes Cutlery and Crockery	
	DESSERT	
2.4	One of the following: Ice cream Fudge Picasso Strawberry Cheesecake Malva pudding with Custard Cheese Cake Lemon Cheese Cake Fresh Fruit Salad and Cream	
3.	DINNER	
3.1	Starter: Chicken salad Chicken livers Fish on a bed of Lettuce Soup (vegetable soup with cocktail bun)	
3.2	Main Course: Savoury Rice Plain Rice Two of the following: Fish (fried/grilled) Tartare sauce Roasted Beef with gravy	

	Roasted Chicken (1/4 chicken breast/leg)	
	Lamb Chops (2 chops) best-end	
	Two of the following salads:	
	Potato Salad	
	Red Kidney Bean	
	Pasta Salad	
	Two of the following vegetables:	
	Roasted Vegetables	
	Greenbeans with Potatoes	
	Creamed Spinach with Feta	
	Butternut (roasted with cinnamon)	
	Soft Drink can 330 ml	
	500ml Bottled water screw top	
3.3	MASS CATERING	
3.3.1	Healthy pre-pack Meal (Choose from the following);	
	1 White Bread Roll (individually wrap)	
	1 Brown bread Roll (individually wrap)	
	Choose from the following fillings;	
	Ham and Cheese	
	Peanut butter and Jam	
	Chicken and Mayonnaise	
	2 x Fruit in season	
	100% Juice 330ml bottle screw topped or can 330ml juice (assorted) 500ml Bottled Water screw topped Packaging: Brown paper bag and bread wrap separately Delivery: Cold chain must be maintained	
3.3.2	Potjiekos and Pap (Red Meat) Portion per person minimum: 250g Pap, 150g meat and 200g mix vegetables. Packaging: Polystyrene container with plastic cutlery	

	100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw top	
	Potjiekos and Pap (Game) Portion per person minimum: 250g Pap, 150g meat and 200g mix vegetables. Packaging: Polystyrene container with plastic cutlery Soft Drink 330 ml can 500ml Bottled Water screw top	
3.3.3	Light snack	
	50g salted peanuts	
	50g dried fruit mix	
	3 x cocktail buns (individually wrapped) fillings Choose from the following;	
	ham and cheese	
	Chicken and Mayonnaise	
	peanut butter and jam	
	1 x fresh fruit in season	
	1x pack of dried chips	
	Biltong 100g	
	soft drink 330 ml can	
	500ml bottled water Packaging: Prepack in brown paper bag / platter Delivery: Cold chain to be maintained.	
3.4	OPTIONAL	COSTING PER ITEM TO BE ADDED SEPARATELY AND 3RD PARTY INVOICES WILL BE REQUIRED UPON SUBMISSION OF INVOICES(Pricing not required)
3.4.1	Halaal meals	
	Breakfast	

	Lunch			
	Dinner			
4.	AUDIO VISUALS	PRICE (INCLUDING VAT)		
	DESCRIPTION	500-1000 people	1000-5000 people	5000-10000 people
4.1	PA System for indoors			
4.2	Sound system for indoors with backline for a live band			
4.3	PA system for outdoors			
4.4	Sound system for outdoors with backline for a live band			
4.5	1 x Data Projector and Screen			
4.6	1 x Data Projector and Screen, Camera and Technician (indoors)			
	1 x Data Projector and Screen, Camera and Technician (outdoors)			
4.7	2 x Data Projector and Screens, Cameras and Technician (indoors)			
	2 x Data Projector and Screens, Cameras and Technician (outdoors)			
4.8	Plasma Screen (size)			
	19 and 32 inches in size			
	26 to 46 inches in size			
	32 to 63 inches in size			
	40 to 80 inches in size			
	Outdoor Screen (size)			
	10m ²	4 feet		
	16m ²			

	29m ²			
	40m ²			
4.9	Basic Lighting for Tent			
4.10	Cordless Microphone			
4.11	Lapel Microphone			
4.12	Smoke Machine			
4.13	Generator/Backup Power			
	Generator/Backup Power 6.5kva			
	Generator/Backup Power 25kva			
	Generator/Backup Power 110kva			
	Generator/Backup Power 125kva			
	Generator/Backup Power 185kva			
	Generator/Backup Power 6.5kva			
4.14	Stage			
4.15	Airconditioners or Industrial Fans			
	DESCRIPTION	COLOUR	UNIT PRICE	
5.	SEATING AND TABLES		(Including VAT)	
5.1	Aki Chairs	White		
5.2	Bankguet Chairs	Blue		
5.3	Riviera Chairs	White		
5.4	Checky Bar Stool	Silver with Crome Seat		
5.5	Z-Bar Stool	Silver with Black Seat		

5.6	Tub Chairs	Black, Red, White, Brown & Blue	
5.7	One Seater Couches	Black	
5.8	Two Seater Couches	Black, Red, White & Brown	
5.9	Three Seater Couches	Black, Red, White & Brown	
5.10	Ottomans	White/Black	
5.11	Round Table	Supperwood Top	
5.12	Steel Rectangular Table	Superwood Top	
5.13	Wooden Rectangular Table	Steel Top	
5.14	Half Round Table	Superwood Top	
5.15	Conference Table	Oak Finish Top	
5.16	High Cocktail Table	Rust/Wooden	
5.17	Low Cocktail Table	Rust/Wooden	
5.18	Sherry	Wooden Top	
5.19	High Cocktail Table	Aluminium Top	
5.20	Coffee Table	Black/Brown with glass Top	
6.	DRAPING	PRICE PER M INCLUDING VAT	
6.1	Full Roof Draping		
6.2	Strip Draping		
6.3	Sides/Scaping Only		
6.4	Free Standing Draping		
7.	ABLUTION FACILITIES (Fully serviced)	Price per Unit INCLUDING VAT	
7.1	Non Flush Toilets		
7.2	Flush Toilets		
7.3	Executive Portable		
7.4	Trailor Unit		
7.5	Toilets for persons with disabilities (different catagories)		

8.	DECORATING	DESCRIPTION	UNIT PRICE INCLUDING VAT
	CANDLES		
8.1	Altar Candles	15cm White	
	Altar Candles	15cm Gold	
	Altar Candles	25cm White	
	Altar Candles	35 cm White	
8.2	Pillar Candles	15cm White	
	Pillar Candles	25cm White	
	Pillar Candles	35cm White	
	Pillar Candles	50cm White	
	Pillar Candles	65cm White	
	Pillar Candles	80cm White	
	Pillar Candles	1m White	
8.3	Ball Candles	12cm White	
	Ball Candles	12 cm Gold	
	Ball Candles	15cm White	
	Ball Candles	17cm White	
	Ball Candles	20cm White	
	Ball Candles	20cm Gold	
	Ball Candles	25cm White	
8.4	Square Candles	15cm White	
	Square Candles	25cm White	
	Square Candles	35cm White	
8.5	Floating Candles	Pool	
	Floating Candles	Small	
	Floating Candles	Medium	
	Floating Candles	Large	

	Floating Candles	Dinner Candle	
8.6	Candelabra	90cm	
	Canadelabra	30cm	
8.7	Astra Silver Square Container	15cm	
	Astra Silver Square Container	25cm	
	Astra Silver Square Container	1m	
10.	CENTRE PIECES (GLASS)	DESCRIPTION	UNIT PRICE INCLUDING VAT
10.1	Cone Stand & Vass	90cm	
	Cone Stand & Vass	1.2m	
	Cone Stand & Vass	1.6m	
10.2	Glass	Rose Vase	
	Glass	Tall Chalice Vase	
	Glass	Julie Vase	
	Glass	Martini Vase	
	Glass	Eve Bowls	
	Glass	Flat Round Bowl	
	Glass	Rose Bowl (Large)	
	Glass	Rose Bowl (Medium)	
	Glass	Rose Bowl (Small)	
10.3	Square Glass Holder	7cm	
	Square Glass Holder	10cm	
	Square Glass Holder	15cm	
	Square Glass Holder	25cm	
10.4	Mirror	10cm	
10.5	Long Holder	10x35x8cm	
10.6	Double Bowl		
10.7	Manda & Stand		

10.8	Half Moon Stand		
10.9	Wavy Edged Bowl		
10.10	Glass Cake Stand		
10.11	Stand		
10.12	V-Bowl		
10.13	T-Light Holder		
	Dinner Candle Holder		
10.14	White Bowl	Large	
	White Bowl	Medium	
	White Bowl	Small	
10.15	Bottle		
10.16	Bell		
10.17	Storm Lantern	Large	
	Storm Lantern	Small	
11.	CENTRE PIECE (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
11.1	Rusted Pillars	1.2m Lattice Pillar	
	Rusted Pillars	1.6m Lattice Pillar	
	Rusted Pillars	Pyramid Stand	
12.	TABLE STAND (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
12.1	Table	Table Africa Stand	
	Table	Table Crystal Stand	
	Table	Lapa Stand	
	Table	Horizon Folding Stand	
	Table	Snake Stand	
	Table	Fruit Bowl	
	Table	Bird's Nest	
	Table	Rusted Flower	

	Table	Handbag & Shoe	
	Table	Wooden Tray	
	Table	Bronze Lantern	
	Table	Italian Urn	
13.	FLOOR STANDS (RUSTED)	DESCRIPTION	UNIT PRICE INCLUDING VAT
13.1	Floor	Floor Africa Stand	
	Floor	Floor Crystal Stand	
	Floor	Guest List Stand	
	Floor	Horizon Pulpit	
	Floor	2-Bucket Stand	
	Floor	5 Candle Cream Stand	
	Floor	Bird Cage Stand	
	Floor	Garden Lantern	
	Floor	Wooden Pulpit	
	Floor	French Cream Confetti Stand	
	Floor	C Stand	
	Floor	Jewish Altar Stand	
	Floor	Flower Stand	
	Floor	Classical Stand	
	Floor	8 Candle Stand	
	Floor	5 Candle Stand	
	Floor	Bicycle	
	Floor	Stand with baskets	
14.	PILLARS	DESCRIPTION	UNIT PRICE INCLUDING VAT
14.1	White Cream Pillars	90cm	
	White Cream Pillars	1.2m	
	White Cream Pillars	1.6m	

15.	GENERAL TABLE STANDS	DESCRIPTION	UNIT PRICE INCLUDING VAT
15.1	Table	Wooden Latern	
	Table	Square Wooden Tray	
15.2	Washed Terracotta Pot	Small	
	Washed Terracotta Pot	Large	
15.3	Table	French Cream Candelabra	
	Table	French Cream Cone Stand	
	Table	4 Candle Cream Stand	
	Table	Envelope Holder	
	Table	New French Squares	
15.4	French Latern		
15.5	Black Table	C-Stand	
	Black Table	Small Konka	
	Black Table	Large Konka	
	Black Table	Outdoor Konka	
	Black Table	8 Candle Round Holder	
	Black Table	Church Stand	
16.	GENERAL	DESCRIPTION	UNIT PRICE INCLUDING VAT
16.1	Confetti Basket		
16.2	Wire Basket		
16.3	Crystal Bunch		
16.4	Wooden Braiden Ring	X Small	
	Wooden Braided Ring	Small	
	Wooden Braided Ring	Medium	
	Wooden Braided Ring	Large	
16.5	Wooden Vine Basket	Small	

	Wooden Vine Basket	Large	
16.6	Photo Frame Table Numbers		
17.	CROCKERY	DESCRIPTION	UNIT PRICE INCLUDING VAT
17.1	Plates	Buffet	
	Plates	Dinner	
	Plates	Side	
	Plates	Dessert	
	Plates	Mug	
17.2	Square Plates	Dinner	
	Square Plates	Side	
	Square Plates	Dessert	
	Square Plates	Cup & Saucer	
17.3	Silver Border Plates	Dinner	
	Silver Border Plates	Side	
	Silver Border Plates	Dessert	
	Silver Border Plates	Cup & Saucer	
17.4	Arco Plates	Dinner	
	Arco Plates	Breakfast	
	Arco Plates	Side	
	Arco Plates	Dessert	
	Arco Plates	Starter	
	Arco Plates	Cup & Saucer	
17.5	Glasses	Red/White Wine	
	Glasses	Champagne	
	Glasses	Hi Ball	
	Glasses	Zombi	
	Glasses	Goblet	
	Glasses	Beer	

	Glasses	Tot	
	Glasses	Sherry	
18.	GENERAL GLASSWARE	DESCRIPTION	UNIT PRICE INCLUDING VAT
18.1	Crystal Red Wine		
	Crystal White Wine		
	Crystal Champagne		
	Crystal Sherry		
18.2	Long Flute		
18.3	Martini		
18.4	Teardrop Pilsner		
18.5	Jug		
	Big Jug		
	Silver Jug		
18.6	Salad Bowl Glass	Small	
	Salad Bowl Glass	Medium	
	Salad Bowl Glass	Large	
18.7	Salad Bowl White	Small	
	Salad Bowl White	Medium	
	Salad Bowl White	Large	
18.8	White & Glass	Medium	
19.	MISCELLANEOUS CROCKERY	UNIT PRICE INCLUDING VAT	
19.1	Salt & Pepper Set		
	Silver Salt & Pepper Set		
19.2	Pate Bowl		
19.3	White Carafe		
19.4	Tray		
19.5	Sugar Bowl		
19.6	Milk Jug		

19.7	Coffee & Tea Pot	
19.8	Ice Bucket	
	Ice Bucket with Stand	
	Perspex Ice Basket	
19.9	Chafing Dish	
19.10	Punch Bowl	
20.	ELOFF CUTTLERY	UNIT PRICE INCLUDING VAT
20.1	Fork	
20.2	Knife	
20.3	Soup & Dessert Spoon	
20.4	Fish & Dessert Fork	
20.5	Fish & Dessert Knife	
20.6	Cake Fork	
20.7	Teaspoon	
20.8	Steak Knife	
21.	IMPULSE & ROYALTY CUTLERY	UNIT PRICE INCLUDING VAT
21.1	Fork	
21.2	Knife	
21.3	Soup & Dessert Spoon	
21.4	Fish & Dessert Fork	
21.5	Fish & Dessert Knife	
21.6	Cake Fork	
21.7	Teaspoon	
22.	GENERAL (CUTLERY)	UNIT PRICE INCLUDING VAT
22.1	Cake Lifter	
22.2	Wedding Cake Knife	
22.3	Serving Spoon	



22.4	Salad Server				
22.5	Carving Knife				
22.6	Carving Fork				
22.7	Tong				
23.	UNDERPLATES	UNIT PRICE INCLUDING VAT			
23.1	Silver				
23.2	Pewter Silver				
23.3	Stainless Steel Silver				
23.4	Embossed Silver				
23.5	Gold				
23.6	Gold Square				
23.7	Bronze				
23.8	Bronze Gold				
23.9	Black				
24.	GLASS DISKS (UNDERPLATES)	30cm	40cm	50cm	90cm
24.1	Underplate				
24.2	Square Mirror (50x40cm)				
25.	LINEN & TABLE CLOTHS				
25.1	Mini Matt Table Cloths 3m Round				
25.2	Mini Matt Table Cloths 2.7m x 1.5m Long				
25.3	Linen Serviette				
25.4	Frill				
26.	DAMASK TABLE CLOTHS				
26.1	Round 3 m				
26.2	Long 3.2x2. 4m				
26.3	Serviette				
27.	VELVET TABLE CLOTHS				

27.1	Round table cloths 3 x 3cm				
27.2	Square table cloths 3 x 3cm				
28.	OVERLAYS				
28.1	Organza Table Cloth				
28.2	Organza Square				
28.3	Square Material				
28.4	Organza Chairbinder				
28.5	Africa Print Overlays				
28.6	Runner				
28.7	Organza Runner				
29.	CHAIR COVERS				
29.1	Stretch Chair Covers				
30.	TABLES & CHAIRS				
30.1	Round Table				
30.2	Long Wooden Table 2.4m x 2 m				
30.3	Long Steel Table				
30.4	Half Round Table				
30.5	Plastic Chair				
30.6	Cocktail Table				
30.7	Cherry Table				
30.8	Wimbledon Chair				
31.	CAKE STANDS				
31.1	Glass Stands				
31.2	Square Silver Stand				
31.3	Round Silver Stand				
31.4	Round Pewter Cake Stand				
31.5	Pewter Cake Stand on Pedastal				
32.	MISCELLANIOUS				
32.1	Arch				

32.2	Gas Heater					
32.3	Gazebo					
32.4	Red Carpet					
32.5	Umbrella					
32.6	Fire Extinguishers					
32.7	Bamboo Baskets					
33.	COUCHES					
33.1	Chair					
33.2	Leather Couch (2 seater)					
33.3	Cushion					
33.4	Ottoman					
34.	MARQUEE TENT	M²	Price/M²	Wooden Flooring	Carpet Tiles	Totals
34.1	Sizes: 6m Frames					
	6m x 3m	18				
	6m x 6m	36				
	6m x 9m	54				
	6m x 12m	72				
	6m x 15m	90				
	6m x 18m	108				
	6m x 21m	126				
	6m x 24m	144				
	6m x 27m	162				
	6m x 30m	180				
	6m x 33m	198				
	6m x 36m	216				
	6m x 39m	234				
	6m x 42m	252				
34.2	Sizes: 9m Frames	M²	Price/M²	Wooden Flooring	Carpet Tiles	Totals

	9m x 3m	27				
	9m x 6m	54				
	9m x 9m	81				
	9m x 12m	108				
	9m x 15m	135				
	9m x 18m	162				
	9m x 21m	189				
	9m x 24m	216				
	9m x 27m	243				
	9m x 30m	270				
	9m x 33m	297				
	9m x 36m	324				
	9m x 39m	351				
	9m x 42m	378				
	9m x 45m	405				
	9m x 48m	405				
	9m x 51m	459				
	9m x 54m	486				
	9m x 57m	513				
	9m x 60m	540				
	9m x 63m	567				
	9m x 66m	594				
	9m x 69m	621				
	9m x 72m	648				
	9m x 75m	675				
	9m x 78m	702				
	9m x 81m	729				
	9m x 84m	756				
	9m x 87m	783				

	9m x 90m	810				
	9m x 93m	1647				
34.3	Sizes: 12m Frames	M²	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	12m x 6m	72				
	12m x 9m	108				
	12m x 12m	144				
	12m x 15m	180				
	12m x 18m	216				
	12m x 21m	252				
	12m x 24m	288				
	12m x 27m	324				
	12m x 30m	360				
	12m x 33m	396				
	12m x 36m	432				
	12m x 39m	468				
	12m x 42m	504				
	12m x 45m	540				
	12m x 48m	576				
	12m x 51m	612				
	12m x 54m	648				
	12m x 57m	684				
	12m x 60m	720				
34.4	Sizes: 15m Frames	M²	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	15m x 9m	135				
	15m x 12m	180				
	15m x 15m	225				
	15m x 18m	270				
	15m x 21m	315				
	15m x 24m	360				

	15m x 27m	405				
	15m x 30m	450				
	15m x 33m	495				
	15m x 36m	540				
	15m x 39m	624				
	15m x 42m	630				
	15m x 45m	675				
	15m x 48m	720				
	15m x 51m	765				
	15m x 54m	810				
	15m x 57m	855				
	15m x 60m	900				
34.5	Sizes: 24m Frames	M²	Price/M²	Wooden Flooring	Carpet Tiles	Totals
	24m x 15m	360				
	24m x 24m	576				
	24m x 33m	792				
	24m x 42m	1008				
	24m x 51m	1224				
	24m x 60m	1440				
35.	Compliance Certificate	Price/M				
	Compliance with the Safety at Sports and Recreational Events Act No.2/2010 and Regulations relating to the issuing of compliance certificates.					
36.	Collapsible physical barriers (speed fencing)					
37.	Event and Site signage as required by Safety at Sports and Recreational Events Act No.2/2010 and Regulations					

38	Waste Removal Containers/Bins	120 liter refuge bin on wheels with flip lid
	Waste Removal Containers/Bins	
39	Signage	Price/ Unit
	Directional and location signs, Steel frame (e.g. property for sale)	
40	Security/Marshalls	Costing/hour
	Registered Security	
	Marshalls	
41	Crew Member costs	
	Sleep over cost when setting up tents	/per day
42	Delivery Costs/Transportation of tents outside Bloemfontein	
	Freight Liners	/km
	Other trucks	/km
ITEM NO	DESCRIPTION	PRICE (INCLUDING VAT)
43	Cold Rooms (Mobile Refrigerator)	
	6m x 3m	
	3m x 2m	
	4m x 2m	
	2m x 1m	
44	STRETCH TENTS	PRICE (INCLUDING VAT)
	Accommodating 50 people	
	Accommodating 100 people	
	Accommodating 150 people	

45	Renting of Jumping Castles	
	6m x 4m	
46	Renting of Slides	
	8m x 10m (Age 5-13yr)	
47	Additional items	COSTING PER ITEM TO BE ADDED SEPARATELY AND 3RD PARTY INVOICES WILL BE REQUIRED UPON SUBMISSION OF INVOICES(Pricing not required)
	Speakers	
	Motivational Speakers	
	Performers / Dancers	
	Interpreters (e.g. Sign Language)	
	Facilitator	
	Artists	
	Broadcasting Media	
	REQUIRED BY: FREE STATE PROVINCIAL GOVERNMENT	
	Does offer comply with specification	YES/NO
	If not to specification, indicate deviation(s)	
	Period required for delivery	
	Delivery: Firm/not firm	

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

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

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

Pa = The new escalated price to be calculated.

(1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**

D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.

R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).

R1o, R2o = Index figure at time of bidding.

VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

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

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

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

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

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

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

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

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

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

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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.

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.
- 3.4 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.

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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (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

- a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		

Any QSE		
---------	--	--

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESS
.....
.....

SECTION 2

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

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

2. STATUS OF REQUEST FOR BIDS

- 2.1 The Free State Provincial Treasury is hereby inviting potential bidders for the supply and delivery of event management service on a transversal basis for a period of 3 years.
- 2.2 This Request for Bids is an invitation for Bidders to submit a proposal for the provision of the services as set out in the Terms of Reference contained herein.
- 2.3 No binding contract or other understanding for the supply of the Services will exist between the Free State Provincial Treasury and any Bidder unless and until the Free State Provincial Treasury has executed a formal written contract with the successful Bidder/s.

3. SUBMISSION OF BIDS

- 3.1 Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as FSPT004/21/22 to address indicated on the SBD1 by the closing date and time of the bid.
- 3.2 In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.

4. OBJECTIVE

- 4.1 The objective of the bid is to appoint an Event Management Company in line with government's objectives that:
- Provide event management services that are consistent and reliable to the Free State Provincial Treasury;
 - Ensure that quality service is rendered in line with the Service Level Agreement;

- Operate within the service level agreement to assist with the improvement of event management company/ies behaviour in order to minimise fruitless and wasteful expenditure; and
- To leverage spend and achieve cost savings.

5. SCOPE OF WORK

5.1 The event management companies will include but will not be limited to the following:

5.1.1 General

5.1.1.1 The contracted services will be provided to Free State Provincial Treasury.

5.1.1.2 Government has implemented cost containment measures which must be implemented and enforced by all Departments. Event Management Company/ies are required to adhere to such cost containment measures.

5.1.1.3 Inefficiency or fault of the company will be for the Event Management Company's account.

6. REQUIREMENTS OF THE BID

6.1 Catering For Event

6.1.1 Provide different goods and services as set out on Event Management Pricelist as and when requested.

6.2 Clearing Of Site (Before And After Event)

6.2.1 Organise the cleaning of the site.

6.2.2 Clear the site of all rubbish and equipment.

6.3 Signage

6.3.1 Provide signage.

6.3.2 All areas should be properly demarcated and have proper signage.

6.3.3 **The following categories of parking signage should be catered for (not limited to):**

6.3.3.1 Parking for busses.

6.3.3.2 VIP (invited guests).

6.3.3.3 VVIP parking (podium group).

6.3.3.4 Officials parking.

6.3.3.5 Media parking.

6.4 Crowd Control Barriers

- 6.4.1 Provide proper crowd control barriers.
- 6.4.2 Around the stage and VIP sitting and dining areas in both venues.

6.5 Security

- 6.5.1 Arrange security for the logistical material.
- 6.5.2 Registered security officials to assist at entrances, to do body searches for weapons and prohibited drugs when needed.
- 6.5.3 Also assist SAPS with crowd control during the day on the grounds.
- 6.5.4 Form part of identified pre-event plenary sessions.

6.6 Co-Ordination

- 6.6.1 Work closely with the delegated government officials before and on the day of the event and in the aftermath of the event.
- 6.6.2 Provide a plan to empower local companies as sub-contractors within the geographical area of the event.

6.7 Financial Arrangements

- 6.7.1 The bidder shall provide a detailed cost breakdown of the event as outlined on SBD 3.2.

7. Transportation

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

8. Hygiene and Cleanliness

The Free State Provincial Treasury reserves the right to visit the premises of the Event Manager(s) at any given time to monitor hygiene standards. It is important for Event Managers to adhere to the principles of good hygiene and understand the implications of bad hygiene practices in their business practices. All service providers are required to provide valid Health Certificates.

9. Cleaning and Removal of Waste from Catered Area

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

10. Utensils

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

11. Punctuality

The supplier must adhere fully to times stipulated per event function. Delivery will not be limited only to Provincial Government Buildings; venues will be indicated /communicated per event.

12. Obligations of the Event Manager

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

13. Maintaining Directorate/District Property

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

14. Meal Times

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

15. Quality of Food

15.1 Presentation

Must comply with the following:

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

15.2 Taste

- All meals served may be tasted and approved by the department representative.
- The taste of the dish must match the description on the menu.
- Food must be palatable e.g. No burnt taste, too salty or over seasoned, taste bland or under seasoned.
- Customer preferences must be taken into account.
- Religious preferences to be considered, the service providers should ensure that they procure from a supplier registered with the relevant authority.
- Apply healthy cooking methods in all instances.

16. Texture

16.1 Meat and Chicken

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

16.2 Vegetables and Starches

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

16.3 Sauces

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

16.4 Service

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

16.5 Temperature Control

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

16.6 Equipment Requirements

The event manager must determine their equipment needs according to the menu that is being served. The event manager are responsible to supply all

catering equipment when catering for a meal or a function. It is important that the event manager understand that all catering equipment should be in a good and acceptable condition.

This includes the following:

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

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

17. Costing

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

- 17.2 All items should be priced (refer to SBD 3.2)
- 17.3 The Department must first accept the quotation for the below listed items (17.3.1.1 till 17.3.1.8) before the service provider proceed with the procurement of the service.
- 17.3.1 Copies of third party detailed invoices should be attached when invoice is submitted for the following items. The Department should perform due diligenge before accepting the quotation as to gain maximum cost benefit.
- 17.3.1.1 Speakers
 - 17.3.1.2 Motivational Speakers
 - 17.3.1.3 Performers / Dancers
 - 17.3.1.4 Interpreters (Sign Language)
 - 17.3.1.5 Facilitators
 - 17.3.1.6 Artists
 - 17.3.1.7 Broadcasting Media
 - 17.3.1.8 Halaal Catering Option
- 17.3.2 The Service Provider should conduct a market analysis by obtaining three quotations and the lowest price/quotation of the following items should be submitted (by service provider) and accepted by department:
- 17.3.2.1 Speakers
 - 17.3.2.2 Interpreters
 - 17.3.2.3 Broadcasting Media
- 17.3.3 The following items/services are excluded from this contract
- (i) Transportation and Shuttle services
 - (ii) Promotional items
- 17.3.4 List all value added propositions e.g. percentage (%) discount offered, on all invoices.
- 17.3.5 The Free State Provincial Treasury will pay a **15%** Administration/Management Fee on total rand value of the event excluding VAT.

18. Ownership

Shareholder/Member of Company/Individual will not be allowed to represent/bid for more than one business, if you submit more than one bid it will result in disqualification of both bids.

Where a Shareholder/Member of Company/Individual has an interest in any other company that is participating in this bid, must disclose by completing the below table. List of Shareholding/Membership by Name of business, Position occupied and percentage of shareholding in the business:

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

19. Period Of Contracts

The event management contract will be running for a period of Thirty-six (36) months from the commencement of the contract.

20. Requirements – Prices

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

21. Rotation

Upon approval by and on discretion of the Head of the Department of the Provincial Treasury, SERVICE PROVIDERS may be rotated.

22. Information Sessions

22.1 Information Session will be held virtually :

No	TOWNS/ PLACE	DATE	TIME	VENUE
1	Microsoft Teams Virtual Session	14 November 2022	11:00	Microsoft Teams Virtual Session

23. Submitting Of Bid Document

23.1 Completed bid documents should be sealed, clearly marked **FSPT 004/21/22** and deposited in the bid box on the address stated in the invitation on or before **11:00 on Friday the 25th of November 2022** which is accessible 24 hours at the Fidel Castro Building on the Ground Floor.

23.2 Proof of the following copies of documentation will be required:

- (i) Proof of business / company address-(municipality account required, Municipal Clearance certificate or rental agreement)

(ii) Originally certified copies of Identification documents (shareholders/directors)

(iii) Company's registration, recently updated / valid CK document

(iv) Valid Tax Compliance Status Pin

23.3 Bidders must bid for all menus.

23.4 Bidders are to ensure that they have received all pages of this document.
Bid documents must be submitted in original format.

24. Opening Of Bids

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

25. EVALUATION PROCESS

25.1 Evaluation Process

The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV	Phase V	Phase VI	Phase VII
Administrative compliance	Pre-qualification criteria for preferential procurement	Functionality requirements	Price and B-BBEE (Price include Total Cost of Ownership (TCO))	Recommendation and Awarding	Negotiations	Signing of letters of acceptance and contracts
Compliance With Mandatory and Non-Mandatory Bid Requirements Mandatory - CSD Registration - Submission of separate Tax Status Pin/ CSD Number incase of Consortia / Joint Ventures / Sub-Contractors - A consolidated SANAS accredited B-BBEE Status Level Certificate. In case of a trust, consortium or joint venture Non-Mandatory As listed in the Compliance report	Bids Will Be Assessed If they meet the determined Pre-Qualification Criteria B-B-BBEE level of contribution 1-3 Original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS)	Bids will be assessed to verify bidders capability and ability to execute the contract	Bids evaluated in terms of the 80/20 preference system	Recommendation and appointment of a panel of bidders	Bids will be negotiated for base best offers, terms and conditions	Service Providers will be requested to sign contracts and other important documents for the contract

Responsive Bids

Bidders must ensure their bids are responsive by completing and signing, where applicable. May invalid the bid.

PHASE I: Administrative Compliance

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

Registration on Central Supplier Database (CSD)

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

- (i) Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)
- (ii) Complete your registered CSD vendor number on the checklist.
- (iii) Provide a copy of the CSD Registration "Summary Report".
- (iv) Valid Tax Clearance Certificate or Tax Compliance Status pin
- (v) Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing and submit a valid Tax Clearance Certificate or valid tax compliance status pin.

25.2. Tax Compliance

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

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

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

25.2.1 Consortia/Joint Ventures/Sub-contractors

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

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

25.2.2 Other non-mandatory

All other non-mandatory compliance matters are verified and captured

PHASE II: Prequalification criteria

25.3 Prequalification criteria

25.3.1 **The Pre-Qualification criteria** set is according to Regulation 4(1)(a) of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 :

(i) Only tenderers having B-BBEE status level of contributor **1 to 3** may respond to this bid or

***A tender that fails to meet the pre-qualifying criteria stipulated above is an unacceptable tender.**

PHASE III: Functionality

25.4 Functionality Evaluation as per the Terms of Reference

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

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

Scale 0-10 as follows: Poor = 0 Average = 5 Very Good = 7 Excellent =10

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
Bidder's relevant <u>experience in the events management environment.</u> Provide successful completion of similar service in terms of the number of events and orders. (i) Number of reference letters = 20 1-5 letters = 5 6-8 letters = 10 Above 8 letters =20 Non submission = 0 (ii) Value of Events = 10 50 000 -150 000 = 3 150 001- 999 999 =8 Above R1 Million =10 No Value=0	Reference letters indicating relevant services rendered with contact details. In the event you have rendered services outside government, signed appointment letters should be provided indicating relevant services. Reference and appointment letters should be on letterhead/s of institutions where services were rendered and indication of previous quality of service/s delivered and value. Reference and appointment letters should be signed by the Head of SCM or Head of Division responsible for procurement and should not be older than 5 years (1 April 2017)	30
<u>Demonstrated capacity of service provider to perform the service:</u> (i) Transport = 10 Ownership = 10 Lease of transport = 5 No Transport = 0 (ii) Finances =20 Less than 150 000 =0 R150 000 and above = 20	(i) Verifiable proof of ownership / Lease agreement of transport must be provided. Accompanied by the eNatis certificate of vehicles for both. (ii) A bank statement showing at least a credit balance not less than R150 000 or letter of commitment to provide funding from a reputable financial service provider.	30

Service standards: Valid Health Certificate = 20 No Health certificate = 0	A Valid Health inspection certificate issued by a Municipality in terms of building and equipment	20
<u>The proximity (locality) of the service provider to the service district/centre, FS based service providers:</u> Within Free State Province = 20 Outside Free State Province = 0	Proof of residence or leasing agreement if not owning the property. or Proof of municipality accounts in the bidders' name or Municipality Clearance Certificate	20
TOTAL FOR FUNCTIONALITY:		100

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria. The total score will be converted to a percentage and only Bidders that have met or exceeded the minimum threshold of **80 percent** for functionality will be evaluated and scored in terms of the pricing and BBEE.

25.4.2 Bids will firstly be evaluated on functionality (**100 percent**) of which bidders must obtain the minimum threshold of **80%** on functionality, failing which, bidders will be disqualified and will not be considered for further evaluation on 80/20 preference point system. The assessment of functionality will be done separately from the 80/20 preference points system. Bidders who obtain minimum 80% on functionality will further be evaluated on 80/20 preference points systems, whereby 80 points will be allocated for the total competitive costs (price) of the bid and 20 points will be allocated on B-BBEE level status.

25.4.3 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

25.4.4 The score for functionality will be determined by the Bid Evaluation Committee (BEC) whereby each member will rate each individual criterion or rating bidders collectively on the score sheet

Performance	Description	Score
Excellent	Response meets and exceeds the functionality requirements	5
Very good	Above average compliance to the requirements	4
Good	Satisfactory should be adequate for stated elements	3
Average	Compliance to the requirements	2
Poor	Unacceptable , does not meet the set criteria	0

PHASE IV: Evaluation of Price and B-BBEE

25.5 Price and B-BBEE

- 25.5.1 Bids will be evaluated in terms of the Preferential Procurement Regulation, 2017 Regulation 6 in terms of the formula to calculate the point out of 80 for price in respect of a tender.

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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

- 25.5.2 A maximum of 20 points may be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 25.5.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a certified copy thereof or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath.

Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

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

- 25.5.4 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 25.5.5 **Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.**
- 25.5.6 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.
- 25.5.7 Failure on the part of the Bidder to comply with paragraphs 19.5.3 and 19.5.7 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 25.5.8 The State may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to preference.
- 25.5.9 The points scored will be rounded off to the nearest 2 decimals.
- 25.5.10 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 25.5.11 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.
- 25.5.12 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 25.5.13 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

25.5.16 **OVERALL CRITERIA**

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Status Level of Contribution.	20
Grand Total	100

Phase V: Recommendation and Awarding

25.6 Recommendation and Awarding

- 25.6.1 Free State Provincial Treasury reserves its right at its sole discretion to appoint more than one bidder to implement this project. The number/allocation of service providers to be appointed is the prerogative of the Accounting Officer.

- 25.6.2 Free State Provincial Treasury reserves its right at its sole discretion to appoint bidders per category.
- 25.6.3 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Treasury for awarding of the bid/s.
- 25.6.4 The bidders are to submit a single bid which will separately respond to Free State Government's requirements. Free State Provincial Treasury reserves the right to assess these bids separately and at its sole discretion to appoint bidders depending on the strength of each bid and the requirements of the Provincial Government of Free State.
- 25.6.5 The outcome of the bid will be published in the Provincial Tender Bulletin, e-Tender Portal and the Department's website.

Phase VI: Negotiations

25.7 Negotiations

- 25.7.1 The Government reserves the right to negotiated prices with shortlisted bidders in order to arrive at an acceptable flat rate per item.

Phase VII: Signing of letters of acceptance and contracts

25.8 Signing of appointment letters and contracts

- 25.8.1 Contracts and appointment letters will be prepared for all service provider(s) that agreed and signed for flat rates on this transversal contract items.

26. Fronting

- 26.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 26.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the

public sector for a period not exceeding ten years, in addition to any other remedies the Department may have against the Bidder / contractor concerned.

27. Supplier Due Diligence

- 27.1 The Government reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.

28. Verification of Bidders

At any time after the award and during the execution of the contract, the status of the supplier/bidder will be verified against list of restricted supplier and SARS vendor list and should a default be detected, the procedure for the restriction of the supplier as stated in SCM instruction note number 3 2021/22 will be followed.

29. Presentation

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

30. Communication and Confidentiality

- 30.1 The Free State Provincial Treasury may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 30.2 All communication between the Bidder and the Free State Provincial Treasury must be done in writing.
- 30.3 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 30.4 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 30.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

- 30.6 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

31. Financial Management

- 31.1 The Event Management Company/ies must implement the rates negotiated by the Provincial Treasury with successful bidders where applicable, subject to cost containment measures.
- 31.2 The Event Management Company/ies will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to Government for payment within the agreed time period.
- 31.3 Cost savings must be achieved. The successful Event Management Company/ies will be required to negotiate supplier discounts on behalf of the participating department and pass any discounts received from the third party to the Free State Provincial Treasury.
- 31.4 The Event Management Company/ies are responsible for the consolidation of invoices and supporting documentation to be provided to the Government's Financial Department on the agreed time period (e.g. weekly).
- 31.5 This includes attaching the Purchase Order and other supporting documentation to the invoices reflected on the Service provider. Third party invoices must be submitted with invoices for the following services:
- 31.5.1 Media Broadcasting;
 - 31.5.2 Speakers;
 - 31.5.3 Motivational Speakers;
 - 31.5.4 Performers;
 - 31.5.5 Dancers;
 - 31.5.6 Interpreters
 - 31.5.7 Facilitators;
 - 31.5.8 Artists;
 - 31.5.9 Optional Halaal Meals;
- 31.6 The State will settle the service providers' accounts within the agreed payment terms.

32. Confidentiality

Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified that he/she has been awarded the contract. No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Provincial Government, except where authorized in writing to do so.

Free State Provincial Treasury agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not

disclose the content thereof to any third party, except as required and/or authorized by law after awarding of the bids.

33. Agreements

- 33.1 A Service Level Agreement shall be entered into with the Free State Provincial Treasury to clarify specific operational provisions. The Service Level Agreement will be subject to the General Condition of Contract (GCC) and the Special Condition of Contract (SCC).
- 33.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid **FSPT004/21/22**, the Department may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

34. Settlement of Disputes

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

35. Officials Prohibited from Submitting Bids

- 35.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.
- 35.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 35.3 The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.
- 35.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

36. Joint Venture Agreements

- 36.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid. Kindly complete attached **Annexure A** and register on the CSD as a Joint Venture.

- 36.2 Individual Entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD. It will also be expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract).

37. Acceptance of the Terms of Reference, Special Conditions of the Contract and General Conditions of Contract

Failure to accept the Terms of Reference, Special Conditions of the Contract and the General Conditions of Contract or any part thereof, may result in the submitted proposal not to be considered. Further, failure to comply with any of the conditions, including timelines stipulated in the Request for Proposal after the award may lead to cancellation of the contract.

The Bidder Must Complete the Following:

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

.....

SIGNATURE	NAME OF BIDDING INSTITUTION	CAPACITY
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Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

SECTION 3

**GENERAL CONDITIONS OF CONTRACT
Annexure A**

**GOVERNMENT
PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

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

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General Conditions of Contract

1. Definitions	1. The following terms shall be interpreted as indicated: 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids. 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations. 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. 1.5 "Countervailing duties" are imposed in cases 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
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	prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition. 1.14 “GCC” means the General Conditions of Contract. 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract. 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub bidders) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured. 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place. 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities. 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service. 1.20 “Project site,” where applicable, means the place indicated in bidding documents. 1.21 “Purchaser” means the organization purchasing the goods. 1.22 “Republic” means the Republic of South Africa. 1.23 “SCC” means the Special Conditions of Contract. 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract. 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2. Application	2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents. 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works. 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General	3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged. 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
1. Use of contract documents and information; inspection.	5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract. 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided

	in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1 All pre-bidding testing will be for the account of the bidder. 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department. 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned. 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser. 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier. 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier. 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of 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. Make reference to instruction note 8 2022/23
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 sub bidder(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.
24. Anti-dumping and countervailing duties and rights	24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
25. Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

	27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law. 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. 27.5 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of liability	28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation (NIP) Programme	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
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). 35. 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. 36. 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.

ANNEXURE A

FSPT 004/21/22: RENDERING OF EVENT MANAGEMENT SERVICES FOR THE FREE STATE PROVINCIAL TREASURY FOR A PERIOD OF THREE YEARS

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

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

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

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

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

SIGNED ON BEHALF OF BIDDER

Date: _____