ROBBEN ISLAND MUSEUM

Purchase Order

Date	Page
Jun 22, 2026	1
Purchase Order Number	
PO0013522	

P O Box 51806
V & A Waterfront
8002
South Africa
Phone: 021 413-4200
Fax: 021 425-0206

Vendor Address:

SYNERGY BUSINESS EVENTS
179 Jan Smuts Avenue
Parktown North
Reg no.2011/002201/07
VAT no.4330240559
Johannesburg, Gauteng 2121
South Africa

Ship To:

ROBBEN ISLAND MUSEUM
P O Box 51806
V & A Waterfront
8002
South Africa

Reference	Contact	Vendor Number	PO Date	Terms	Ship Via	Expected Arrival
RFQ616		SYN001	Jun 22, 2026	2		Jun 23, 2026

Qty. Ordered	Vendor Item Number	Description	Drop-Ship	Unit Cost	UOM	Extended Price
1		Purchase exhibition services at th	No	528,777.770000	1	528,777.77

Comments:

For more information please contact
Yolandam@robben-island.org.za
All invoices to be sent to
Accounts@robben-island.org.za

Prepared by: Lungisani
Checked on csd by: Lungisani
Approved by:

Tax Summary:

SAR1	0.00

MA MACHELA

Less: included tax	**0.00**
Subtotal	**528,777.77**
Total tax	**0.00**
Total purchase order	**528,777.77**

CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:
22 Jun 2026 09:24:57 AM
Report Ran By:
lungisanil@robben-island.org.za

CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0043020	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	2011/002201/07
Supplier sub-type	Private Company (Pty)(Ltd)	Have Bank Account	Yes
Legal name	SYNERGY BUSINESS EVENTS	Registration date	28 Jan 2011 00:00:00:000
Trading name	SYNERGY BUSINESS EVENTS	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restricted Director	No
Government breakdown	Private Companies (Pty) (Ltd)	Government Employee	No

PREFERRED CONTACT

Contact type	Bid Office,Finance	Email address	rabelani@synergybe.co.za
Name(s)	Rabelani Rivonia Mulovhedzi	Telephone number	011 476 5104
Identification type	South African Identification Number	Cellphone number	072 969 4350
Prefer communication via email	Yes		

PREFERRED ADDRESS

Address type	Physical	Municipality	City of Johannesburg
Address line 1	6 SUSMAN AVENUE	City	Randburg
Address line 2	BLAIRGOWRIE	Postal code	2194
Suburb	Blairgowrie	Ward Number	99
Province	Gauteng	Country	South Africa

PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	SYNERGY BUSINESS EVENTS (PTY) LTD
Bank	FIRST NATIONAL BANK	Bank Verification Status	Verification Succeeded
Branch number	210554	Is this a preferred account?	Yes
Branch name	COMM ACCOUNT SERVICES CUST	Edit date	25 May 2026 14:26:02:760
Account number	62744746332	Is the identifier linked at the bank	Yes

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Report Date:
22 Jun 2026 09:24:57 AM
Report Ran By:
lungisanil@robben-island.org.za

CSD REGISTRATION SUMMARY REPORT

TAX

Overall Tax Status	Tax Compliant	Are you Registered with SARS?	Yes
IncomeTaxNumber	9318121846	Is this supplier a VAT vendor?	Yes
VAT number	4330240559	Last validation date	22 Jun 2026 09:25:00:000

SUPPLIER DIRECTOR/MEMBERS

Is there any director whom is restricted?	No	Is there any director who is a government employee?	No

SUPPLIER COMMODITIES

Commodity family	Business administration services; Entertainment services;		

B-BBEE INFORMATION

Certificate Type	Sworn Affidavit	Certificate Issue Date	04 Aug 2025 00:00:00:000
Status	Active	Certificate Expiry Date	03 Aug 2026 00:00:00:000
		Verification Status	Manual verification required

DEMOGRAPHIC INFORMATION

Gender demographics available?	Yes	Youth demographics available?	No
Military veteran demographics available?	No	Disabilities demographics available?	No

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

CSD REGISTRATION SUMMARY REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.
The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: What should a supplier do if the tax status on CSD difference from the tax clearance certificate?

Tax Compliance Expiry Date
For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: How does CSD determine the tax compliance expiry date?

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?

State Employee

For more information pertaining to government employment status click here: Will there be verification done to identify if a supplier is a government employee?

RESTRICTION

***Restricted Supplier** - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.*

***Restricted Director** – A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.*

Restricted Suppliers & Directors are listed on CSD under Help – Am I restricted?

arts & culture
Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA

Robben Island MUSEUM

ANNEXURE B

SCM REQUEST NO.						FOR SCM USE ONLY

The Senior Manager

RFQ616-2026-27

(Via)

Chairperson of Quotation Committee

OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R 2000+ and R1 000 000

Cost Centre Number: ....

Cost Centre Name: ……………………………..……..........

SECTION A: USER INFORMATION					
A1. List of items and quantities OR service required.					
PURCHASE OF EXHIBITION SERVICES AT THE AFRICA TRAVEL					**Quantity Required**
1. INDABA TRADESHOW 2026					
2.					
3.					
4.					
5.					
6.					
7.					
8					
9					
10					
A2. Draft specifications and/or Terms of Reference					
A3. Is the request in line with operational planning and in the approved Demand Plan of the Unit/Cost Centre?	**YES**	✓	**NO**		**If NO, attach the approved motivation by for source of funds to be used.**

A4. Motivation for this request:

See attached motivation.

I CONFIRM THAT THE ABOVE REQUISITION IS APPROVED AND THAT THERE IS SUFFICIENT FUNDS IN THE BUDGET. THE PRESCRIBED PROCUREMENT PROCESS WILL BE FOLLOWED.

Requested by:

Name Yolanda **Designation:** Events Officer

Date: 09-06-2026 **Financial Delegation No:** ……………………………………………

SECTION B: QUOTATION INFORMATION

B1. How have the quotes been obtained?	**Written Quotes**	✓	**Other (Specify)**		

B2. If less than 3 quotes have been obtained, provide reasons why	Deviation

B3. If less than 3 quotes have been obtained, were there follow ups made with the prospective service providers/suppliers	**YES**		**NO**	

B4. Pricing and Preferential Procurement Information (If too many quotes attach separate sheet)

SUPPLIER	PRICE	POINTS FOR PRICE	SPECIFIC GOALS (BLACK & FEMALE OWNED)	TOTAL POINTS
Synergy	R528777.77	80	0	80

SECTION C: RECOMMENDATION

C1. Synergy is the recommended supplier with the highest total points of 80and a total 528777.77 **(Incl. VAT)**

C2. Other 0 **offers were received with price ranges of** - **to** - **(Incl. VAT) but do not provide any value for the RIM.**

C3. Are there any offers received and passed over?	YES		NO		If YES, give details below.

SUPPLIER	PRICE	REASON FOR PASSING OVER
1.		
2.	N/A	
3.		

SECTION D: SCM COMPLIANCE

D1. I hereby confirm that:

- specifications for the product/service were developed in accordance with RIM's prescripts.
- that all quotations obtained have been verified and that no supplier has been prejudiced.
- I hereby also declare/confirm that I have no interest in any bid under consideration.

D2. The recommended bidder' s SBD 4 is completed and is attached			Y	✓	N	
D3. Particulars of names, individual identity numbers, state employee numbers or any person having a controlling interest in the enterprise is listed in the table 2.1.1 of the SBD 4 of the recommended bidder, where applicable.	N/A	✓	Y		N	
D4. Are the particulars of interest in any other related enterprise, whether or not they are bidding for this contract, listed in 2.3 of the SBD 4 of the recommended bidder, where applicable	N/A		Y		N	✓
D5. The recommended bidder is not listed in the Tender Defaulters or the list of restricted suppliers				✓		
D6. Paragraph 3 of the SBD 4 of the recommended bidder is completed and signed			Y	✓	N	
D7. The recommended bidder's tax matters are in order and compliant as per the recent CSD report Yes ✓						

Compiled by:	Lungisani Lite	SCM Administrator	
Signature:		09/06/2026	

SECTION E: CONSIDERATION BY QUOTATION COMMITTEE

(Tick the applicable)				DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS: I hereby also declare/confirm that I have no interest in any bid under consideration	
	YES	NO	N/A	Name	Signature
E1. Are all necessary documentation attached?	✓			SK Mazwi	
E2. Is the request well motivated?	✓			MT MANCAYI	
E3. Disqualifications are justified and that valid and accountable reasons/motivations were furnished for passing over of bids			✓	MA MACHELA	
E4. Scoring has been fair, consistent and correctly calculated and applied			✓		
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.	✓				
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee etc.	✓				
E7. Is the offer value for money?	✓				
E8. Has the previous success or failure of contracts been considered?	✓				

If any of the above answers is NO, motivate and/or give reasons.

SECTION F: RECOMMENDATION BY QUOTATION COMMITTEE				
RECOMMENDED / ~~NOT~~ RECOMMENDED (Delete the inapplicable).				
QC Chairperson:	MA MACHELA	**Rank**	SCM SPECIALIST	
Signature:		**Date**	11/06/2026	
Other QC Members names and signatures	SK Mazwi	**Date**	09/06/2026	
Other QC Members names and signatures	MT MANCAYI	**Date**	09/06/2026	
Other QC Members names and signatures		**Date**		
Comments:				

G: CONFIRMATION OF THE BUDGET: MANAGEMENT ACCOUNTING			
Account Number			
Annual Budget			
Actual Accpac			
Budget Remaining			
Commitments			
Budget Remaining			
Current Requisition			
Budget Remaining			
Comments:			

Authorized by:		**Rank:**	
Signature:		**Date**	

SECTION H: APPROVAL BY CFO/DELEGATEE				
The goods/service is hereby confirmed to be acceptable.				
Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation ________ (specify delegation used)				
Authorizes by:	N Mona	**Rank:**	CFO	
Signature:		**Date**	19/06/2026	

Robben Island MUSEUM

an agency of the Department of Arts and Culture

PATRIMONIO MUNDIAL • WORLD HERITAGE • PATRIMOINE MONDIAL

VERIFICATION CHECKLIST - SCM AND FINANCE

		CORRECT YES	CORRECT NO
	SUPPLY CHAIN MANAGEMENT	YES	NO
A	SUPPORTING DOCUMENTS: SCM		
	➧ RELEVANT SUPPORTING DOCUMENTS ATTACHED AND VERIFIED	✓	
	➧ E.G. VA26A, ENTERTAINMENT FORM, SITA LIST OF SUPPLIERS		
	➧ SCM TEMPLATE DULY COMPLETED AND APPROVED	✓	

SIGNED BY:
DATE: 09/06/2026

		YES	NO
B	QUOTATION COMMITTEE		
	QUOTATION (VALUE BETWEEN R2 001 AND R500 000)		
	➧ QUOTATIONS / CONTRACT / AGREEMENT ATTACHED WHERE APPLICABLE	✓	
	➧ SBD DOCUMENTS CHECKED VERIFIED AND ATTACHED		
	➧ TAX CLEARANCE CERTIFICATE VALID AND ATTACHED	✓	
	POINT ALLOCATION IN TERMS OF B-BBEE VERIFIED AS CORRECT	N/A	
	➧ TEN		

SIGNED BY:
DATE: 11/06/2026

		YES	NO
C	INTERNAL CONTROL		
	➧ COMPLIANCE WITH SCM PRESCRIPTS INCLUDING DELEGATIONS		

SIGNED BY:
DATE: 15/06/2026

		YES	NO
D	MANAGEMENT ACCOUNTING:		
	➧ AVAILABILITY OF THE BUDGET CHECKED		
	➧ FUNDS TRANSFER WHERE APPLICABLE		

SIGNED BY:
DATE:

		YES	NO
E	SUPPLY CHAIN MANAGENT		
	➧ OBTAIN APPROVAL AS PER DELEGATIONS		
	➧ ALL DOCUMENTS SIGNED AS PER DELEGATIONS DELEGATIONS		

SIGNED BY:
DATE:

		YES	NO
F	ORDERING PROCESS: SUPPLY CHAIN MANAGENT		
	➧ ORDER CAPTURED IN LINE WITH THE QUOTATION AND APPROVED FINANCIAL IMPLICATIONS		
	➧ ORDER APPROVED ITO DELEGATIONS		

SIGNED BY:
DATE:

		YES	NO
G	INVOICE PAYMENT		
	➧ VERIFIED - ALL SUPPORTING DOCUMENTS ATTACHED AND COMPLETE FOR PROCESSING		
	➧ VALID INVOICE		
	➧ INVOICE vs QUOTED PRICE		
	➧ IS THIS A PARTIAL PAYMENT		

	➔	IS THE DATE OF RECEIPT STAMP ON THE INVOICE			
	➔	IS THE PAYMENT MADE WITHIN 30 DAYS OF RECEIPT OF INVOICE			
	➔	IS THE INVOICE CERTIFIED			
	➔	ORDER IS LATER THAN INVOICE DATE - ARE REASONS ATTACHED			
					SIGNED BY:
					DATE:
H	PAYMENT AUTHORISATION				
	➔	CHECK THE INVOICE AMOUNT VS PURCHASE ORDER AMOUNT			
	➔	CHECK THE INVOCIE FOR ACCURACY OF INFORMATION ITO ORDER NUBER, VAT NUMBER AND BANKING DETAILS			
	➔	PREPARE PAYMENT VOUCHER FOR AUTHORISATION BY DELEGATEE			
	➔	LOAD PAYMENT ON THE BANK			
	➔	FIRST AND SECOND RELEASER TO REVIEW AND AUTHORISE THE PAYMENT			
					SIGNED BY:
					DATE:

G: CONFIRMATION OF THE BUDGET -MANAGEMENT ACCOUNTING

Account Number	Total	Brand Awareness - Advertising			
		6020-45			
Annual Budget	**1,397,980.92**	**1,397,980.92**			
Project	**0.00**	**0.00**			
Transfers	**-8,500.00**	**-8,500.00**			
Budget Remaining	**1,389,480.92**	**1,389,480.92**			
Actual Accpac	**0.00**	**0.00**			
Budget Remaining	**1,389,480.92**	**1,389,480.92**			
Commitments	**0.00**	**0.00**			
Budget Remaining After Commitments	**1,389,480.92**	**1,389,480.92**			
Current Requisition	**528,777.77**	**528,777.77**			
Actual YTD Spending	**0.00**	**0.00**			
Budget Available to Spent	**1,918,258.69**	**1,918,258.69**			

Comments:	*PURCHASE EXHIBITION SERVICES AT THE AFRICA'S TRAVEL INDABA TRADESHOW * Service Provider :
Authorised by:	A. Adams
Signature:	Adams 2026/05/05
Comments SMA:	

The goods/service is hereby confirmed to be acceptable.

Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation______________ (specify delegation used)

X

Authorised by:	N. Mona — Chief Financial Officer
Signature:	2026/05/ 08

Registration No. **2011/002201/07**
Tax Registration **4330240559**
Telephone **011 476 5104**

Quotation

Synergy Business Events (PTY) Ltd
6 Susman Avenue
Blairgowrie, Randburg

Bank First National Bank
Branch Commercial Acc Services
Branch Code 210554
Account No. 62744746332
Account Type Current Cheque Account

Mastercard, Visa, Diners & Amex accepted

Customer Tax Reference .

To:
ROB002
Robben Island Museum
Nelson Mandela Gateway
V&A Waterfront Clocktower
Robben Island Museum
Cape Town

Account	Date	Order No	Sales Code	Our Reference
ROB002	29/04/2026	Quote		SOQ4664

Item Code	Item Description	Unit	Price (In)	Tax	Total (Excl)
0100>101	DEC Floorspace Corner(3m x6m)18sqm	18.00	4,127.13	9,302.19	62,014.62
0100>005	DB Board - Single Phase	1.00	3,250.00	423.91	2,826.09
0100>107	Stand Design	1.00	339,210.96	44,244.91	294,966.05
0100>109	Digital Marketing Campaign Investment	1.00	115,000.00	15,000.00	100,000.00

Registration No. **2011/002201/07**
Tax Registration **4330240559**
Telephone **011 476 5104**

Quotation

Bank	First National Bank
Branch	Commercial Acc Services
Branch Code	210554
Account No.	62744746332
Account Type	Current Cheque Account

Mastercard, Visa, Diners & Amex accepted

Customer Tax Reference .

Synergy Business Events (PTY) Ltd
6 Susman Avenue
Blairgowrie, Randburg

To:
ROB002
Robben Island Museum
Nelson Mandela Gateway
V&A Waterfront Clocktower
Robben Island Museum
Cape Town

Account	Date	Order No	Sales Code	Our Reference
ROB002	29/04/2026	Quote		SOQ4664

Item Code	Item Description	Unit	Price (In)	Tax	Total (Excl)

DEC Floorspace Corner - 18sqm
DB Board - Single Phase
Loyalty Discount- 4%
Digital Marketing Campaign Investment
Stand Design

STAND DESIGN CONSIST OF:
Flooring
Electrical
Plants
Furniture
Graphics
Labour
Transport
2d cut outsof statues
Custom elements
Rigging
Certificate
Audio Visual

Diital Marketing Campaign Consist of :

Led Screen - ICC main Aisle
Led Screen - DEC Main Aisle
Ipoint Interactive Network
-Touch screen discovery + destination listing
- Rotating ads +QR code to Website
Post events engagement reporting

Full Screen AD
(15 second animatedads loopingevery 2.5minutes)

Half Screen AD
(a banner ad whichdirect delegates to your stand
being advertised)

Display Stand Name, Logos,Catagory,Picture of stand
Up to 50 key words linking to the stand directions and landmark

Registration No. **2011/002201/07**
Tax Registration **4330240559**
Telephone **011 476 5104**

Quotation

Bank	First National Bank
Branch	Commercial Acc Services
Branch Code	210554
Account No.	62744746332
Account Type	Current Cheque Account

Synergy Business Events (PTY) Ltd
6 Susman Avenue
Blairgowrie, Randburg

Mastercard, Visa, Diners & Amex accepted

Customer Tax Reference .

To:
ROB002
Robben Island Museum
Nelson Mandela Gateway
V&A Waterfront Clocktower
Robben Island Museum
Cape Town

Account	Date	Order No	Sales Code	Our Reference
ROB002	29/04/2026	Quote		SOQ4664

Item Code	Item Description	Unit	Price (In)	Tax	Total (Excl)

Received by ______________________

Date ______________________

Signed ______________________

Total (Excl)	R	459,806.76
Tax	R	68,971.01
Total (Incl)	**R**	**528,777.77**

Total (Incl)R **528,777.77**

GENERAL PAYMENT TERMS:
100% payment on receipt of Tax Invoice

CANCELLATION TERMS:
100% Cancellation Fee.

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender (Specific goals 10 points)	Achievement Level	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Points for Black People Equity (Black owned)	minimum of 51%	10	10
Women's Equity	minimum of 51%	3	3
Points for person/s with Disability		2	0
Owned Youth Equity	minimum of 51%	2	0
Points for Local economy empowerment (Bidders domiciled in the Western Cape) – only valid proof of address will be accepted		3	0
No evidence submitted		0	N/A
TOTAL		**20**	13

F

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm...Synergy Business Events...................................

4.4. Company registration number: ....2011/002201/07.......................................

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

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addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	....
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	Litsebo Tau
DATE:	05/04/2026
ADDRESS:	6 Dusmein Avenue
	Blairgowrie, Randburg
	2194

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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)……Tsietso Tau……………………………………… 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.

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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.

………………………………	05/04/2026
Signature	Date
Managing Director	Synergy Business Events
Position	Name of bidder

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

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

2. Application	2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
	2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
	2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General	3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
	3.2	With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
	5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
	5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
	5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

14. Spare parts

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

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

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment	16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
	16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
	16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
	16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices	17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
18. Contract amendments	18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment	19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
	21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

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

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

33. National Industrial Participation (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.

Robben Island
MUSEUM

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Website: robben-island.org.za

SUBMISSION TO	**CHIEF FINANCIAL OFFICER**
FROM	**SENIOR MANAGER: MARKETING & TOURISM**
DATE OF SUBMISSION	**28 APRIL 2026**
FILE REFERENCE NO	**N/A**
CLASSIFICATION	**NON-CONFIDENTIAL**
TITLE / SUBJECT	**A REQUEST FOR APPROVAL TO DEVIATE FROM NORMAL PROCUREMENT PROCESS TO PURCHASE EXHIBITION SERVICES AT THE AFRICA'S TRAVEL INDABA TRADESHOW**

1. PURPOSE

A request for approval to deviate from normal procurement through a single source procurement to purchase exhibition services and to participate at the Africa's travel indaba tradeshow using Synergy Business Events (PTY) Ltd.

2. EXECUTIVE SUMMARY

Marketing and Tourism (M&T) department has a mandate to promote Robben Island Museum (RIM) as an all year-round destination both to domestic and international visitors. To achieve this mandate M & T department is requesting approval to participate at the Africa's Travel Indaba tradeshow, one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar.

It showcases the widest variety of Africa's best tourism products and attracts international buyers and media from across the world. Africa's Travel Indaba is owned by South African Tourism and organised by Synergy Business Events (Pty) Ltd.

South African Tourism has contracted Synergy Business Events (PTY) Ltd. to manage all the elements involved in executing this tradeshow. It is against this background that approval is sought to deviate from a normal procurement process, under single source procurement; for the purpose of promoting RIM's tourism offerings at the Africa's Travel Indaba Tradeshow, using Synergy Business Events (PTY) Ltd. The cost implications associated with partaking in this tradeshow are R 528 777.77.

3. DISCUSSION

Guided by the 2026/27 APP Targets, the Marketing and Tourism Department has a mandate to promote and position RIM in various marketing platforms with the aim of creating awareness about RIM as the tourism destination and increasing revenue by attracting various target audiences. As part of the above mandate, RIM intends to procure exhibition services to promote Robben Island Museum offerings to local and international buyers at the Africa's Travel Indaba Tradeshow. This platform will enable RIM to introduce the new statues to the trade that convey the key figures of the multi layered history of Robben Island Museum. Over and above the exhibit RIM has chosen an option to invest in the Africa's Travel indaba digital marketing campaign as prescribed by the APP targets with the intention of promoting the overall RIM brand in all the digital platforms that will be placed at the venues of the tradeshow ensuring that +/- 20 000 delegates see the RIM brand and drive the traffic to the RIM exhibit.

Participating at the Africa's Travel Indaba will enable RIM to build continuous relationships with the travel media, international, regional and local buyers that will ultimately translate to revenue generation for the entity. Robben Island museum will distribute marketing collateral at the tradeshow with full information on Robben Island Museum's offerings and encourage the buyers to include RIM as part of their tour packages.

The exhibition services include:

- Registration
- Floor space standard 9sqm
- Premium Custom Exhibit package with RIM statues
- Furniture
- Meeting diary with key industry buyers

The digital marketing investment includes:

- Led Screen - ICC main Aisle
- Led Screen - DEC Main Aisle
- Ipoint Interactive Network across the venues
- Touch screen discovery + destination listing
- Rotating ads +QR code to RIM Website

This trade show will take place on the 11 May – 14 May 2026 at the Inkosi Albert Luthuli Convention Centre (Durban ICC).

As indicated above that the Africa Travel Indaba is an event owned by South African Tourism. South African Tourism has, through a normal procurement process appointed Synergy Business Events to plan and manage all operations and logistics in the execution of Africa's Travel Indaba, hence approval is requested to deviate from a normal procurement process under a single source service provider and appoint Synergy Business Events to render the above-mentioned services to RIM. The correspondence from South African Tourism which confirms appointment of Synergy Business Events (Pty) Ltd is attached as Annexure A.

4. ORGANISATIONAL AND PERSONNEL IMPLICATIONS

N/A

5. FINANCIAL IMPLICATIONS

The total cost for the exhibition services and participation at Africa's travel Indaba is R 528 777.77 including VAT, Budget for these services is available in the marketing budget. GL: CODE 6020 – 45 Brand Awareness and Advertising.

6. COMMUNICATION IMPLICATIONS

7. LEGAL IMPLICATIONS

This is in line with limited bidding through a sole source. PFMA SCM instruction Note 03 0f 2021/22 defines a sole source as a procurement where there is no competition in the market and only one supplier is able to provide the goods or services. Refer to the Sole Source Justification Form for the process.

8. RISK IMPLICATIONS

N/A

9. OTHER UNITS / BODIES CONSULTED AND BENCHMARKS

10. IMPLEMENTATION PLAN

N/A

11. RECOMMENDATIONS

12.

The approval to procure exhibition services and to participate at the Africa's Travel Indaba Tradeshow as described above through Synergy Business Events (PTY) Ltd; the service provider appointed by South African Tourism to plan and manage all elements of operations and logistics in the execution of Africa's Travel Indaba.

13. CONTACT PERSON

Ms. Siphuxolo Mazwi

Senior Manager: Marketing & Tourism

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29/04/2026

SIGNATURE **DATE**

The recommendation(s) in paragraph 11 is (are):

SUPPORTED/ SUPPORTED WITH AMENDMENTS/NOT SUPPORTED

30/04/2026

SIGNATURE **DATE**
DR JONTY TSHIPA
CHIEF OPERATIONS OFFICER

The recommendation(s) in paragraph 11 is (are):

SUPPORTED/ ~~SUPPORTED WITH AMENDMENTS/NOT SUPPORTED~~

30/04/2026

SIGNATURE **DATE**
MR MOLEFI MACHELA
SCM SPECIALIST

The recommendation(s) in paragraph 11 is (are):
APPROVED/APPROVED WITH AMENDMENTS/NOT APPROVED

04/05/2026

SIGNATURE **DATE**
MS NONHLANHLA MONA
CHIEF FINANCIAL OFFICER

EXHIBITION STAND PROPOSAL

Robben Island
MUSEUM

18sqm Custom Stand Concept
DEC, Hall 1 & Stand no J13
11 - 14 May

AFRICA TRAVEL INDABA 2026

Synergy

tel +27 11 476 5104

www.synergybe.co.za

Please note:
All furniture used on the concept are for design purposes and are subject to availability at the time of confirmation and are subject to change.
All graphics used on the concept are for presentation purposes only, Client to supply all printable artwork.

ROBBEN ISLAND @ ATI 2026

VISUAL
Designer: Debbie Nel
tel +27 11 476 5104
www.synergybe.co.za

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Synergy business events

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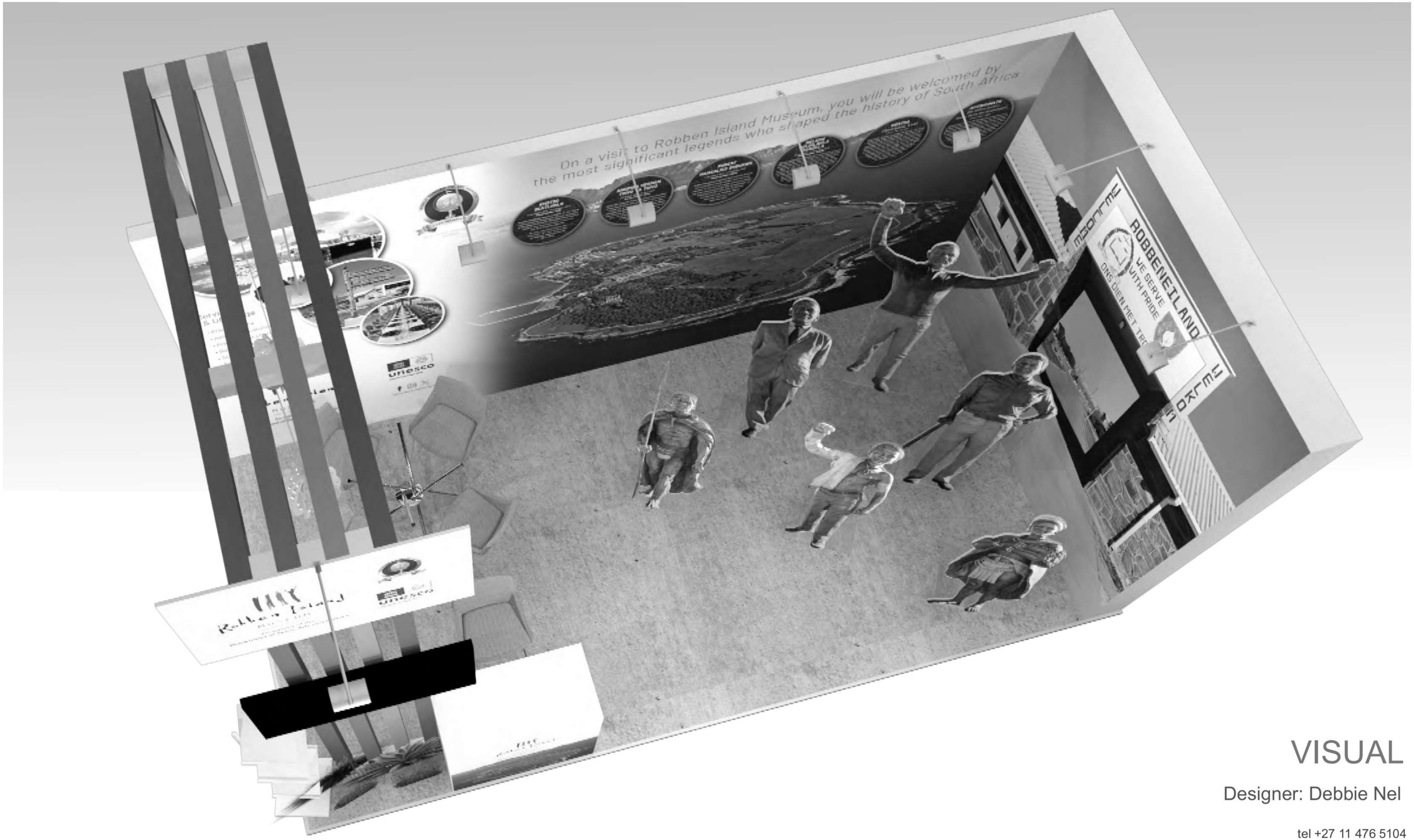

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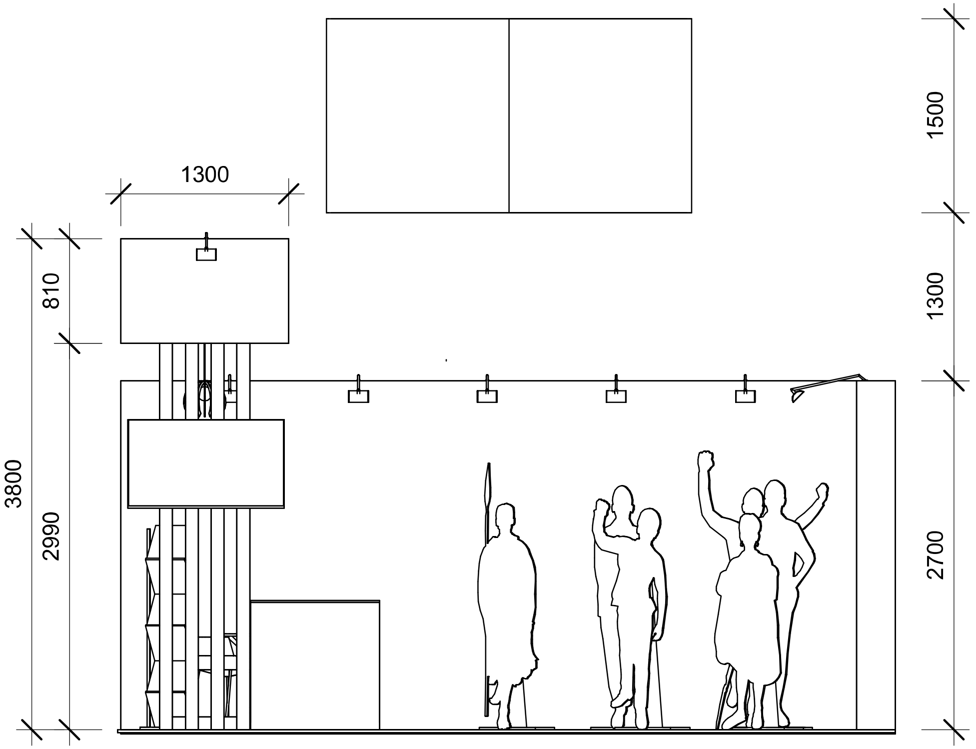
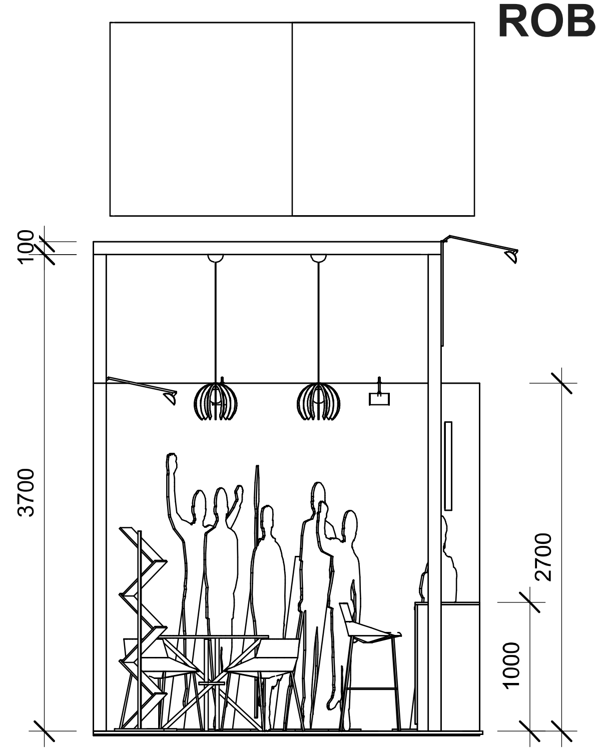
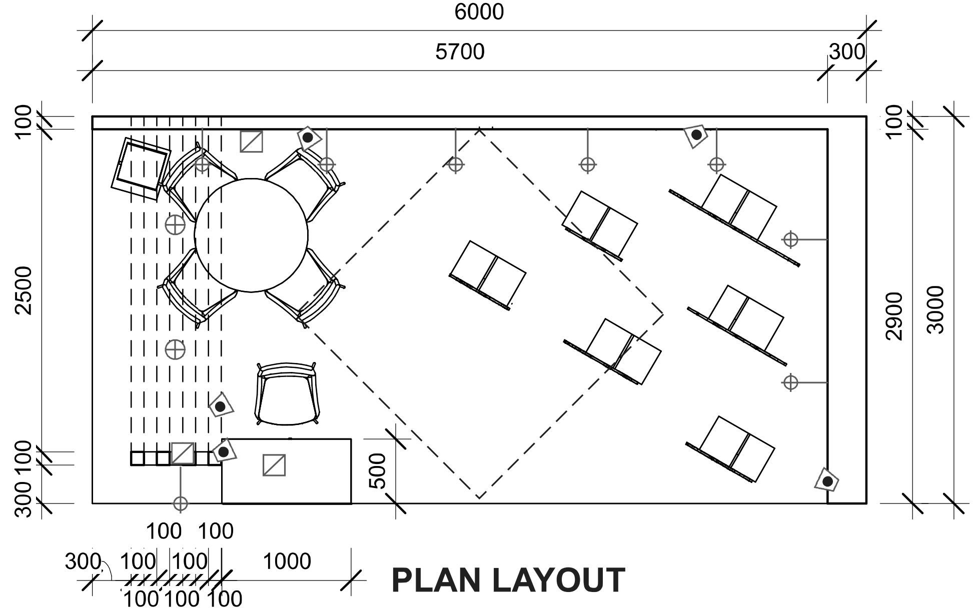


FRONT ELEVATION



SIDE ELEVATION



PLAN LAYOUT

Electrical:

DB placement (to be ordered)		1
Plug point - single		3
Plug point - double		0
Plug point - 3phase	3	0
LED box light	0.9	0
Fluorescent 1.2/1.5	1.2/1.5	0
Fluorescent 2.4	2.4	0
Extension light, LED		8
Downlight fitting, LED		0
Downlight - eyeball fitting, LED		0
Halogen		0
LED Flood light		5
Pendant light, energy saving		2
Neonflex & Transformer		0
LED strip & Transformer		0

CONSTRUCTION 1

Designer: Debbie Nel

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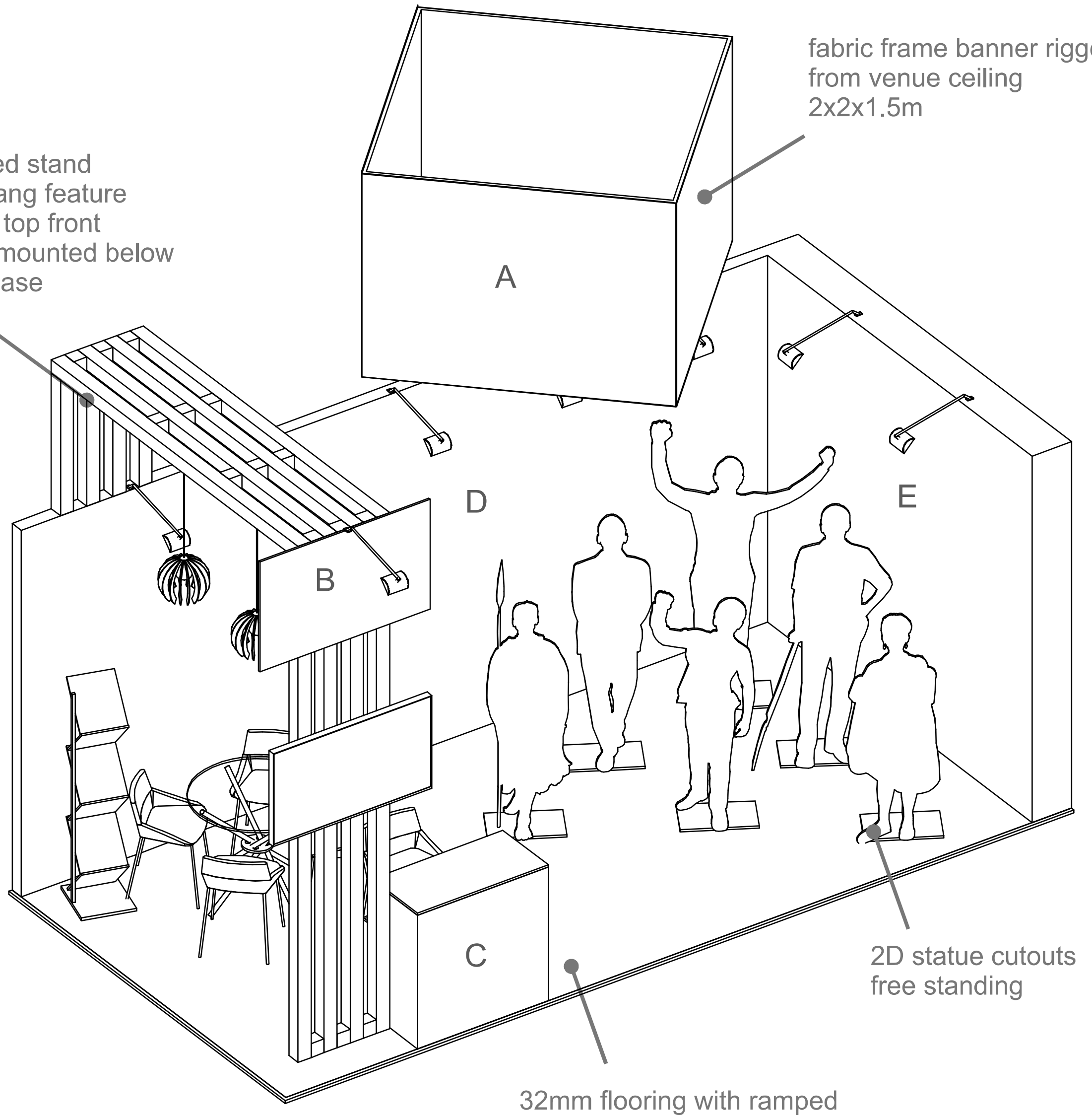

Graphics:

A:	Fabric print 2000 x 1500	x4
B:	Graphic print 1300 x 810	x1
C:	Graphic print 1000 x 1000	x1
D:	Graphic print 5700 x 2700	x1
E:	Graphic print 2900 x 2700	x1

Furniture:

1 x 1m custom counter
1 x barstool
4 x chairs
1 x round table glass
1 x brochure stand
1 x 50" screen wall mounted
1 x plantscaping - small plants with moss and bark to cover pots

CONSTRUCTION 2

Designer: Debbie Nel

Views

tel +27 11 476 5104
www.synergybe.co.za

NATIONAL CONVENTION BUREAU

01 April 2026

To whom it may concern

Re: Appointment of Exhibition Management Company

Dear Sir/ Madam

This letter serves to confirm that South African Tourism has appointed Synergy Business Events as the sole service provider to plan and manage all elements of operations and logistics in the execution of Africa Travel Indaba.

The company was appointed following an official tender process in compliance with the Public Finance Management Act and National Treasury Regulations, by South African Tourism to service Africa Travel Indaba.

For all exhibitions management related items specific to Africa Travel Indaba, you may contact the Synergy Business Events directly.

Yours in Tourism,

CKoch

Ms. Corné Koch
Chief Convention Bureau Officer