



cooperative governance
and traditional affairs
Department of Cooperative Governance
and Traditional Affairs
FREE STATE PROVINCE

**MR. S.T.R RAMAKARANE
HEAD OF DEPARTMENT**

REQUEST FOR BIDS: FSCOGTA (RFB) 001/2025-2026

**REQUEST FOR BIDS: APPOINTMENT OF A PANEL OF EVENT MANAGEMENT
COMPANIES FOR RENDERING OF EVENT MANAGEMENT SERVICES TO
FREE STATE DEPARTMENT OF COOPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS (COGTA) FOR A PERIOD OF THREE (3) YEARS**

2025-2026

BID DOCUMENT

BID NUMBER: *FSCOGTA (RFB) 001/2025-2026*

CLOSING DATE: 11 August 2025

TIME: 11:00

VALIDITY PERIOD: 90 DAYS

REQUEST FOR BIDS: APPOINTMENT OF A PANEL OF EVENT MANAGEMENT COMPANIES FOR RENDERING OF EVENT MANAGEMENT SERVICES TO FREE STATE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (FSCOGTA) FOR A PERIOD OF THREE (3) YEARS

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

All bidders must indicate their CSD Registration number

MAAA.....

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.

No	Requirement	Compliant? (Tick ☒ in appropriate box)	
		Yes	No
1	SECTION 1		
1.1	Invitation to Bid: SBD 1		
1.2	Declaration of Interest: SBD 4		
1.3	Contract form: Rendering of services. SBD 7.2		
1.4	General Condition of Contract		
2	SECTION 2		
2.1	Terms of reference and Special Conditions of a contract		

SECTION 1

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF FREE STATE DEPARTMENT OF COGTA					
BID NUMBER:	FSCOGTA (RFB) 001/2025-2026	CLOSING DATE:	11 / 08 / 2024	CLOSING TIME:	11: 00 AM
DESCRIPTION	REQUEST FOR BIDS: APPOINTMENT OF A PANEL OF EVENT MANAGEMENT COMPANIES FOR RENDERING EVENT MANAGEMENT SERVICES TO FREE STATE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OR TAMBO HOUSE, MAIN ENTRANCE, GROUND FLOOR					
Ground Floor, OR Tambo House, Cnr Markgraaff & St Andrews Streets Bloemfontein					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	tenders@fscogta.gov.za		CONTACT PERSON	tenders@fscogta .gov.za	
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS	tenders@fscogta.gov.za		E-MAIL ADDRESS	tenders@fscogta .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
I. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		II. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

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

¹The 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.
- 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

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.

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

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference number dated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the
contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

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WITNESSES

1

2

DATE:

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 word **s** in the masculine also mean in the feminine and neuter.

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

TABLE OF CLAUSES

1.	Definitions
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6.	Patent rights
7.	Performance security
8.	Inspections, tests and analysis
9.	Packing
10.	Delivery and document
11.	Insurance
12.	Transportation
13.	Incidental services
14.	Spare parts
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18.	Contract amendments
19.	Assignment
20.	Subcontracts
21.	Delays in the supplier's performance
22.	Penalties
23.	Termination for default
24.	Dumping and countervailing duties
25.	Force Majeure
26.	Termination for insolvency
27.	Settlement of disputes
28.	Limitation of liability
29.	Governing language
30.	Applicable law
31.	Notices
32.	Taxes and duties
33.	National Industrial Participation Programme (NIPP)
34.	Prohibition of restrictive practices

(a) 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 consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained. 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin and which 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
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	submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition. 1.14 "GCC" means the General Conditions of Contract. 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract. 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub bidders) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured. 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place. 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities. 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service. 1.20 "Project site," where applicable, means the place indicated in bidding documents. 1.21 "Purchaser" means the organization purchasing the goods. 1.22 "Republic" means the Republic of South Africa. 1.23 "SCC" means the Special Conditions of Contract. 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract. 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
2. Application	2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents. 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works. 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General	3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged. 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
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 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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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

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.
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SECTION 2

SPECIAL CONDITIONS AND TERMS OF REFERENCE

1. PURPOSE

- 1.1** To appoint a panel of Event Management Companies for rendering of event management services for Department of Cooperative Governance and Traditional Affairs COGTA for a period of three years.

2. OBJECTIVE

- 2.1** The objective of the bid is to appoint a Panel of Event Management Companies in line with the following Departmental objectives:

- To provide event management services that are consistent and reliable to Free State Department of COGTA in all towns within the Free State Province.
- To ensure that quality service is rendered in line with the terms set out in the Service Level Agreement (SLA) at all times;
- To encourage creativity that will lead to cost savings.
- The scope of event management services that the department mostly procures amongst others are illustrated through **Annexure A (which is not for costing)** attached with this bid document

3. COSTING AND MANAGEMENT FEE

- 3.1** Appointed panel of service providers will only compete on price and specific goals at the time of each request and the department shall pay a management fee of 18% excluding VAT to the awarded Event Management Company.

4. PRICE ADJUSTMENTS

- 4.1** A management fee of 18%, excluding VAT, will be adjusted after every 12 months according to the prevailing CPI at that time.

5. SUBMISSION OF BID DOCUMENTS/S

- 5.1** Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as **FSCOGTA (RFB) 001/2025-2026** to address indicated below by the closing date and time of the bid.
- 5.2** Bids must be submitted at:

Tender box situated at ground floor, OR Tambo House, Cnr Markgraaff & St Andrews Streets Bloemfontein, with the tender description. 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. Should the bidder place a bid document in wrong box, Department will not be held accountable.

6. COMPILATION OF DOCUMENTS

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

7. THE APPOINTED PANEL OF EVENT MANAGEMENT SERVICE PROVIDERS WILL BE REQUIRED TO PERFORM THE SERVICES OUTLINED BELOW.

SCOPE OF WORK / DELIVERABLES

- 7.1** Provide different services and goods as set out on Event Management Price list as and when requested.
- 7.2** Clearing of Site (Before and after Event)
 - 7.2.1** Organise the cleaning of the site.
 - 7.2.2** Clear the site of all rubbish and equipment.

NB: Reasonable market-related price based on requirements of event.

7.3 Signage

- 7.3.1** Provide signage
- 7.3.2** All areas should be properly demarcated and have proper signage

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

- 7.4.1** Parking for busses
- 7.4.2** VIP (invited guests)
- 7.4.3** VVIP parking (podium group)
- 7.4.4** Officials parking
- 7.4.5** Media parking

NB: Reasonable market-related price based on requirements of event.

7.5 Crowd Control Barriers

- 7.5.1** Provide proper crowd control barriers
- 7.5.2** Around the stage and VIP sitting and dining areas in both venues.

NB: Reasonable market-related price based on requirements of event.

7.6 Co-ordination

- 7.6.1 Event Management Companies must collaborate with the delegated government officials in order to execute the event, before, during the event as well as after the event.

7.7 Financial Arrangements

- 7.7.1 The Event Management Company shall provide a detailed cost breakdown of the requested items
- 7.7.2 The Event Management Company shall provide invoice of third party service providers when required as per the specifications
- 7.7.3 Provide a plan to empower local companies as sub-contractors within the geographical jurisdiction of the event when required.

8.1 REQUIREMENT OF BID FOR TRANSPORTING OF FOOD

8.1.1 Transportation

The Event Management Company is expected to use a suitable transport to carry food as stipulated in the Acceptability Certificate issued by a relevant local Authority.

8.2 Hygiene and Cleanliness

- 8.2.1 The Free State COGTA reserves the right to visit the premises of the Event Management Company / nominated Caterer at any given time to monitor hygiene standards. It is important for Event Management Company to adhere to the principles of good hygiene and understand the implications of bad hygiene in their business practices. All Event Management Companies are required to provide valid Acceptability Certificates for food and transport at the time of executing an Event.

8.3 Cleaning and Removal of Waste from Catered Area

- 8.3.1 The Event Management Company shall ensure that work surfaces are cleaned in accordance with good cleaning practices to minimize the risk of contamination.
- 8.3.2 It is the responsibility of the Event Management Company to provide necessary refuse bags for waste generated during the event.

8.4 Utensils

- 8.4.1 The Event Management Company must provide own cutlery, crockery, tablecloths, serviettes and overlays, food warmers etc.

8.5 Punctuality

- 8.5.1** The event manager 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.

8.6 Obligations of the Event Management Company

- 8.6.1** The event manager shall provide management services in respect of quality and quantity control as well as supervision of the preparations.
- 8.6.2** The event manager shall manage and control its staff, in the concerned premises where the function is to be catered for.
- 8.6.3** The event manager to deliver the service upon receiving of an official order.
- 8.6.4** The event manager shall submit its valid invoice directly to the Department after the event.

8.7 Maintenance of property

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

8.8 Meal Times

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

8.9 Quality of Food

8.9.1 Presentation

- 8.9.1.1** The caterer must comply with the following:
- Food should be appetizing
 - Food must be pleasing to the eye (colour, shape and texture must complement one another).

8.9.2 Taste

- 8.9.2.1 All meals served may be tasted and approved by the department representative.
- 8.9.2.2 Customer preferences must be taken into account.
- 8.9.2.3 Religious preferences to be considered.
- 8.9.2.4 Apply healthy cooking methods in all instances e.g limited sugar and salt.

8.9.3 Texture

8.9.3.1 Red and white meat

- Must not be dry and stringy, unless braai meat.
- Must be juicy and tender.
- Food must not be over/under cooked.
- All saucy dishes will not be oily and must be correctly balanced in terms of sauce and meat.
- Trim excess fat.
- Meat must be safe for human consumption (Slaughtered at a registered abattoir with Department of Agriculture).

8.9.4 Vegetables and Starches

- 8.9.4.1 According to customer preference.
- 8.9.4.2 Two vegetables of the same colour may not be served on the same meal.
- 8.9.4.3 Two vegetables of the same type may not be served on the same meal. e. g broccoli and cauliflower.
- 8.9.4.4 Vegetables may not be the same colour as the protein or starch e.g rice and broccoli

8.9.5 Sauces

- 8.9.5.1 Must be smooth with no lumps.
- 8.9.5.2 According to customer preference.

8.9.6 Service

Each dish must have its own serving utensils.

- 8.9.6.1 The size of the serving utensils must be appropriate to the portions size (ladles for soup).
- 8.9.6.2 spoons may not be used for serving sauce dishes.
- 8.9.6.3 All fried and grilled items must be served with tongs only.
- 8.9.6.4 Chips and other roasted or fried potatoes must be served with a tong or suitable scoop.

- 8.9.6.5 Clean crockery and cutlery must be used at all times and it must be in a good condition.
- 8.9.6.6 Glassware must be in a good condition and not chipped or cracked.
- 8.9.6.7 All juices served must be 100% fruit juice, bottled/canned.
- 8.9.6.8 Tooth Picks and serviettes must be available to guests.
- 8.9.6.9 Servers must be clean and appropriately dressed and demonstrate professional approach at all times.

8.9.7 Temperature Control

- 8.9.7.1 Food must be kept warm all the time.
- 8.9.7.2 Cold food must be kept chilled.

8.9.8 Equipment Requirements

- 8.9.8.1 Caterers must determine their equipment needs according to the menu that is being served. Caterers are responsible to supply all catering equipment catering for a function.

Equipment include 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 dish, Fish Plates
Glasses	Water, Fruit Juice
Coffee	Tea and Coffee Cups, Saucers
Table Linen	Table cloths, Overlays, Napkins/Serviettes
Service Equipment	Chaffing Dishes, Bowls, Serving Platters, Tongs, Butter Dishes, Serving Spoons, Forks and Knives etc.
Display	Caterers are responsible for well presentation of food and must provide their own decorations for displays

- Ensure that all the above items have been cleaned 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 it is dirty.
- Table cloth 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
- Cruets need to be emptied regularly and cleaned then dried and refilled.
- Cruets 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.

8.10 Costing (during the actual request for quotation stage)

- 8.10.1** At the time of request for quotation, 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.
- 8.10.2** All items should be priced
- 8.10.3** The Department must first accept the quotation for each event before the service provider proceed with the procurement of the service.
- 8.10.4** Copies of third party detailed invoices should be attached when invoice is submitted for the following items. The Department should perform due diligence before accepting the quotation as to gain maximum cost benefit.
- 8.10.4.1 Speakers
 - 8.10.4.2 Motivational Speakers
 - 8.10.4.3 Performers / Dancers
 - 8.10.4.4 Interpreters (Sign Language)
 - 8.10.4.5 Facilitators
 - 8.10.4.6 Artists
 - 8.10.4.7 Broadcasting Media
 - 8.10.4.8 Funeral Services

8.10.5 The Event Manager 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:

8.10.5.1 Speakers

8.10.5.2 Interpreters

8.10.5.3 Broadcasting Media

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

8.10.7 The Free State COGTA will pay 18 % Administration/Management Fee on total rand value of the event excluding VAT.

8.10.8 Shareholder/Member of Company/Individual will not be allowed to represent/bid for more than 1 (one) business, where a Shareholder/Member/Individual has an interest in any other company that is participating in this bid, Shareholder/Member/Individual must disclose, failure to do so will result in disqualification of bids.

8.10.9 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.

8.11 PERIOD OF CONTRACT

8.11.1 The event management contract will be running for a period of three (3) years from the commencement of the contract.

8.12 EVALUATION PROCESS

8.12.1 The evaluation process comprises the following phases:

Phase I	Phase II	Phase IV
Mandatory bid requirements	Functionality	Recommendation and appointment

Phase I	Phase II	Phase IV
Mandatory bid requirements For Mandatory requirements, bidders who did not comply will not be considered for further evaluation	Bids will be evaluated in terms of functionality	Recommendation and appointment of a panel of Event Management Companies

Phase I: Mandatory Requirements

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

Registration on Central Supplier Database (CSD)

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

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

Complete your registered CSD vendor number on the checklist.

You may also provide a copy of the CSD Registration "Summary Report".

Administration Requirements in line with completion of bids

Bidders must ensure their bids are responsive by completing and signing, where applicable, all relevant bid documents. Non-compliance with this condition may invalidate the bid for such services offered.

Phase II: Functionality Evaluation as per the Terms of Reference

Bids will be evaluated in terms of the Preferential Procurement Regulation, 2022 and the bid evaluation criteria stipulated in this section.

Bidders must, as part of their bid documents, submit supporting documentation for all functionality 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.

Functionality scores per criterion will be added. Only Bidders that have scored or exceeded the minimum threshold of **70 points** for functionality will be included in panel.

Any bid that does not meet the minimum score of **70 points** on functionality will be disqualified.

Functionality will be evaluated based on the set criteria and supporting documentation supplied by the Bidders as follows:

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
Criteria 1: Bidder's relevant experience in rendering events management services. Bidder to provide successful completion of event management in terms of the value of work completed. (i) Completed work from R100 000.00 up to the value of R300 000.00 = 5 points (ii) Completed work above R300 000.00 up to the value of R700 000.00 = 15 points (iii) Completed work above R700 000.00 up to the value of R 1 000 000.00 = 20 points	1. Appointment letter/s or order/s (Non-cumulative values). NB: Department reserves the right to verify bidders information. Appointment letter/s or order/s should not be older than 5 years). Appointment letter/s or order/s must indicate the value of the event management services rendered.	25

(iv) Completed work above the value of R 1 000 000.00 = 25 points (v) Non submission or no correspondence of the evidence = 0 point		
<u>Criteria 2: Bidder's relevant experience in rendering events management services.</u> Bidder to provide reference letters on successful completion of event management in terms of the value of work completed. (i) 3 or more reference letter to the value from R100 000.00 up to the value of R300 000.00= 5 points (ii) 3 or more reference letters to the value above R300 000.00 up to the value of R700 000.00 = 15 points (iii) 3 or more reference letters to the value above R700 000.00 up to the value of R 1 000 000.00 = 20 points (iv) 3 or more reference letters to the value above R 1 000 000.00 = 25 points (v) Non submission or submission of less than three reference letters = 0 point	2. Reference letters. NB: Signed reference letters in the letterhead of the Department/institution/companies/individuals. Reference letters must correspond to evidence submitted in criteria 1 in order to obtain points. Reference letters must be accompanied by order/ appointment letter in order to obtain points. Reference letters and orders/ appointment letters should not be older than 5 years.	25
<u>Criteria 3: Demonstrated capacity of event manager to render catering services:</u> (i) Acceptability Certificate – in terms of food = 15 (ii) Non submission = 0 point	Verifiable proof of bidder's acceptability certificate in terms of food. A bidder who does not have acceptability certificate may submit a certificate of an outsourced catering company together with a valid agreement, in order to obtain points.	15

Criteria 4: Registration with professional body: (i) Membership of any event management related professional body = 15 (ii) Non submission = 0 point	Membership certificate (Certified Copy)	15
Criteria 5: Financial Capacity bank rating letter Letter with rating A = 20 points Letter with rating B = 15 points Letter with rating C = 10 points Non submission or other ratings less than C = 0	The bank rating letter must be issued on / after the bid advertisement date Note: prospective bidders must ensure that the bank rating letters are signed by the financial institution as no points will be issued for unsigned letters original and digital signature will be acceptable	20
TOTAL FOR FUNCTIONALITY:		100

Phase III: Recommendation

All event management companies that met the minimum threshold on functionality will be included in the panel if tax status is in order.

At the time of request for quotations, the following specific goals will be used:

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points(80/20 system)	Please claim points
Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)	Certified ID copy and CIPC registration/ report	3	
Women (more than 50% ownership)	Certified ID copy and CIPC registration/ report	5	
Youth (more than 50% ownership)	Certified ID copy and CIPC registration/ report	3	

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points(80/20 system)	Please claim points				
People with disability (more than 50% ownership)	Medical report sanctioned by qualified professional and CIPC registration/ CSD report	3					
CATEGORIES OF RDP GOALS							
promotion of local economy in terms of province, region, municipal area or rural area	1. Municipal rates/ lease agreement accompanied by municipal rates statement of the landlord (not older than one year).	2					
Promotion of BBBEE companies	Level 1 to 4 Sworn affidavits/ CIPC BBBEE certificate	4	BBBEE level	1	2	3	4+
			Points	4	3	1	0
			Please tick applicable column				

BBBEE STATUS LEVEL OF CONTRIBUTOR	Number of points(80/20 system)
1	4
2	3
3	1
4 and above	0

- **NB: No points will be allocated if the following documents are not submitted:**

- For EMEs (Revenue up to R10M): DTI template sworn affidavit attested by a commissioner of oaths or a BBEE certificate printed from CIPC.
- For QSEs (Revenue up to R50M): DTI template sworn affidavit attested by a commissioner of oaths or a valid BBEE certificate issued by an agency accredited with SANAS.
- For Generic (Revenue above R50M): A valid BBEE certificate issued by an agency accredited with SANAS.

Only original or certified copies of DTI template/SANAS Certificate will be considered for allocation of BBEE points

8.13 LATE BIDS

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

8.14 FRONTING

- 8.14.1 COGTA 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 COGTA condemns any form of fronting.

8.15 COMMUNICATION AND CONFIDENTIALITY

- 8.15.1 COGTA 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.
- 8.15.2 All communication between the Bidder and COGTA must be done in writing.
- 8.15.3 Whilst all due care has been taken in connection with the preparation of this bid, COGTA 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. COGTA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 8.15.4 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 COGTA (other than minor clerical matters), the Bidder must promptly notify COGTA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford COGTA an opportunity to consider what corrective action is necessary (if any).
- 8.15.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by COGTA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8.16 COUNTER CONDITIONS

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

8.17 FINANCIAL MANAGEMENT

8.17.1 The Event Management company must implement the rates negotiated with COGTA.

8.17.2 The Event Management company will be responsible to manage the service provider appointed by them. This will include the timely receipt of invoices to be presented to COGTA for payment within the agreed time period.

8.18 SUPPLIER ROTATION

8.18.1 Work will be distributed fairly amongst event management companies in the panel, if practical.

8.18.2 It should be noted that inclusion in the panel does not necessarily guarantee that work will be allocated.

8.19 ACCEPTABILITY CERTIFICATE

8.19.1 In the instance the event management company uses other caterers other than the one/s which acceptability certificate was submitted for functionality, acceptability certificate of such a caterer must be submitted to the Department together with a quotation.

8.20 NEGOTIATIONS AND APPOINTMENT

8.20.1 At the time of the actual services COGTA reserves the right to negotiate a market related price with the awarded event management company.

8.20.2 Should funds no longer be available to pay for the execution of the services, COGTA may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the services and minimize further expenditure unless the Service Provider shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

8.21 AGREEMENTS

8.21.1 A Service Level Agreement shall be entered into with COGTA to clarify specific operational provisions. The Service Level Agreement will be subject to the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) and the bid documents.

8.21.2 Should funds no longer be available to pay for the execution of the responsibilities under the contract, the Department may terminate the Agreement in its sole discretion or temporarily suspend all or part of the services by notice in writing 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.

8.22 SETTLEMENT OF DISPUTES

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

8.23 BANK RATING

An appointed service provider may be requested to provide a recent bank rating letter during the time of the actual work.

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

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

8.25 THE BIDDER MUST COMPLETE THE FOLLOWING

I _____ in my capacity as _____ of the

Company, hereby certifies that I take note and accept the above-mentioned Special Conditions and General Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

The bid Document together with the terms of reference are hereby approved for advertisement using competitive bidding system:

Approved by:



MR STR RAMAKARANE

HEAD OF DEPARTMENT: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Date: 16/07/2025

DESCRIPTION
BREAKFAST
English Breakfast for holding room 2 x Eggs (boiled/ scrambled/ poached or baked) Bacon/Fish Cakes/Fish fingers Sausage (beef/pork/chicken or lamb) Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI) Cereals/Soft porridge Fresh Fruit Salad Yoghurt (250ml) assorted Tea plain/Rooibos Coffee (caffenaited/de-caffenaited) 100% Juice 500ml bottle screw topped (assorted) 500ml Bottled Water screw topped Sugar (brown, white) sweetner, honey, lemon slices Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer
English Breakfast for holding room 2 x Eggs (boiled/ scrambled/ poached or baked) Bacon/Fish Cakes/Fish fingers Cheese cocktail Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI, mini croissant) Fresh Fruit Salad Yoghurt (250ml) assorted Tea/Rooibos Coffee (caffenaited/de-caffenaited) 100% Juice 300ml bottle screw topped (assorted) / 330ml fizzy drinks 500ml Bottled Water Still screw topped Sugar (brown, white) sweetner, honey, lemon slices, mint Milk Full Cream/ Low Fat/Fat Free/Coffee creamer
Normal Breakfast for officials 2 x Eggs (boiled/ scrambled/ poached or baked) Bacon Roasted Tomato Toasted Bread/plain (white and/or brown/whole grain or low GI) Fresh Fruit Tea plain/Rooibos Coffee (caffenaited/de-caffenaited) 300ml Juice bottle screw topped (assorted) 500ml Bottled Water Still screw topped Sugar (brown, white) sweetner, honey, lemon slices, mint Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer
Morning Tea Tea/Rooibos Coffee (caffenaited/de-caffenaited) 100% Juice 300ml bottle screw topped or can 330ml juice (assorted) 500ml Bottled Water Still screw topped

DESCRIPTION
Sugar (brown, white or sweetner) honey, lemon slices Milk Full Cream/ Low Fat/Fat Free/Coffee creamer Variety of Fresh Fruit sweet muffins (variety)/ sandwiches (graded cheese and tomato)
LUNCH
Main Course (1): Savoury Rice/Plain Rice Roasted Chicken (1/4 chicken breast/leg) Lamb Chops (2 chops) best-end/ legs Creamed Spinach/cabbage Gavy Butternut/sweet potato/pumpkin/carrots Greek Salad (various sauces) 100% Juice 300ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water Still screw topped
Main Course (2): Savoury Rice/Plain Rice Beef 2 pieces Gavy Butternut (roasted with cinnamon) Greek Salad(various sauces) 100% Juice 300ml bottle screw topped or can 340ml juice (assorted)
Main Course (3): Savoury Rice/Plain Rice Lamb Stew Gavy Butternut (roasted with cinnamon) Greek Salad(various sauces) 100% Juice 300ml bottle screw topped or can 340ml juice (assorted)
Main Course (4): Savoury Rice/Plain Rice Beef Stew Gavy Butternut (roasted with cinnamon) Greek Salad(various sauces) 100% Juice 300ml bottle screw topped or can 340ml juice (assorted)
Main Course (5): Savoury Rice/Plain Rice/ Roasted Potato Fish Gavy Butternut (roasted with cinnamon) Greek Salad(various sauces) 100% Juice 300ml bottle screw topped or can 340ml juice (assorted)
Main Course (5): Dumpling/Samp/Pap Hardbody(Slaughtered chicken) Sheep/cow malamokgodu(Tribe) Sheep/cow skop(off-fall)/ditlhakoana/tshotlho Spanish and pumpking Home made ginger / mageu
Main Course (5):

DESCRIPTION
Dumpling/Samp/Pap Hardbody(Slaughtered chicken) Sheep/cow malamokgodu(Tribe) Sheep/cow skop(off-fall)/ditlhakoana/tshotlho Spanish and pumpking 100% Juice 300ml bottle screw topped or can 340ml juice (assorted)
DESSERT
One of the following:
Ice cream with fruit salad
Fudge Picasso
Strawberry Cheesecake
Malva pudding with Custard
Cheese Cake/Lemon Cheese Cake
Fresh Fruit Salad with ice cream
DINNER
Apitaizers / Starter : one of the following:
Chicken salad
Chicken Wraps
Chicken livers
Fish on a bed of Lettuce
Soup (vegetable soup) / Juice
Bread rolls
Main Course: Savoury Rice/Plain Rice Two of the following meats: • Fish (fried/grilled) Tartare sauce • Roasted Beef with gravy • Roasted Chicken (1/4 chicken breast/leg) • Lamb Chops (2 chops) best-end Two of the following salads: • Potato Salad/ Pasta salad • Beetroot Salad/Green Salad lettuce, cucumber, green/yellow/red pepper) and red onion Two of the following vegetables: • Roasted Vegetables • Greenbeans with Potatoes • Pumpking/ sweetpotato • Creamed Spinach with Feta assorted 300ml juice / 330ml fizzy drinks
MASS CATERING

DESCRIPTION
Healthy pre-pack Meal 1 White and 1 Brown bread Roll (individually wrap) Fillings: Ham and Cheese or Chicken and Mayonnaise 2 x seasonal fruit can 340ml juice (assorted) 500 ml Bottled Water screw topped Packaging: Clear plastic bag and bread wrap seperately Delivery: Cold chain must be maintained
Potjiekos and Pap (Red Meat-beef) Portion per person minimum: pap/dumpling, meat and mix vegetables. Packaging: Polyester container with plastic cutlery assorted 340ml juice/330ml fizzy drinks 500 ml Bottled Water screw top
Light snack 50g salted peanuts with raisins 36g snacks Energy bar 3 x cocktail buns (individually wrapped) fillings, ham and cheese 1 x fresh fruit in season 1x pack of dried chips assorted 340 ml juice screw top bottle/ 330ml fizzy drinks 500 ml bottled water Packaging: Prepack in Clear plastic bag / platter Delivery: Cold chain to be maintained
Platters
Cocktail chickeng kebabs, spare ribs, cheese sausages, cocktail pizza, sandwiches assorted, cocktail vetkoek and mince, butter fish strips served with sauce, drumsticks, 100% fruit juice various flavours and 500ml mineral water still
OPTIONAL ON REQUEST
Vegetable Soup served with bread
Vegetarian meals
Halaal meals
500 ml Mineral Water (still)
1.5l Mineral water (still)
5l Mineral Water (still)
500 ml Flavoured water
440 ml Energy drink (Assorted)
Tea and/ coffee with sugar

AUDIO VISUALS
PA system for indoors
Sound system for indoors with backline for live band
PA system for outdoor
Sound system for indoors with backline for live band
1x Data Projector and screen
1x Data Projector and Screen, Camera and Technician(indoors)
1x Data Projector and Screen, Camera and Technician(outdoors)
2x Data Projector and Screen, Camera and Technician(indoors)
2x Data Projector and Screen, Camera and Technician(outdoors)
Snart Plasma Screen
19 to 32 inches in size
33 to 46 inches in size
47 to 63 inches in size
64 to 80 inches in size
Outdoor Screen (Size)
Basic lighting for tent
Codless Microphone

Lapel Microphone
Smoke Machine
Generator/ Backup Power
Stage
Airconditioner or Industrial Fans
Gas heater (including usable cylinder)
Basic lighting for tent
Codless Microphone
Lapel Microphone
Smoke Machine
Stage
Airconditioner or Industrial Fans
Gas heater (including usable cylinder)
Basic lighting for tent
Codless Microphone
Lapel Microphone

Smoke Machine
Airconditioner or Industrial Fans
Gas heater (including usable cylinder)
Basic lighting for tent
Codless Microphone
Lapel Microphone
Smoke Machine
Generator/ Backup Power
Generator/ Backup Power 6.5 Kva
Generator/ Backup Power 25Kva
Generator/ Backup Power 110Kva
Generator/ Backup Power 125Kva
Generator/ Backup Power 185 Kva
Stage
Airconditioner or Industrial Fans
Gas heater (including usable cylinder)

Basic lighting for tent
Codless Microphone
Lapel Microphone
Smoke Machine
Generator/ Backup Power
Generator/ Backup Power 6.5 Kva
Generator/ Backup Power 25Kva
Generator/ Backup Power 110Kva
Generator/ Backup Power 125Kva
Generator/ Backup Power 185 Kva
Stage
Airconditioner or Industrial Fans
Gas heater (including usable cylinder)
Crystal Red Wine
Crystal White Wine
Crystal Champagne
Crystal Sherry
Long Flute
Martini
Teardrop Pilsner
Jug
Big Jug
Silver Jug

Salad Bowl Glass
Salad Bowl Glass
Salad Bowl Glass
Salad Bowl White
Salad Bowl White
Salad Bowl White
White & Glass
MISCELLANEOUS CROCKERY
Salt & Pepper Set
Silver Salt & Pepper Set
Pate Bowl
White Carafe
Tray
Sugar Bowl
Milk Jug
Coffee & Tea Pot
Ice Bucket
Ice Bucket with Stand
Perspex Ice Basket
Chafing Dish
Punch Bowl
ELOFF CUTTLERY
Fork
Knife
Soup & Dessert Spoon
Fish & Dessert Fork
Fish & Dessert Knife
Cake Fork
Teaspoon
Steak Knife
IMPULSE & ROYALTY CUTLERY
Fork
Knife
Soup & Dessert Spoon
Fish & Dessert Fork
Fish & Dessert Knife
Cake Fork
Teaspoon
GENERAL (CUTLERY)
Cake Lifter
Wedding Cake Knife
Serving Spoon
Salad Server
Carving Knife
Carving Fork
Tong
Chopsticks for eating
TRADITIONAL FOOD
Dipabi

Malamohodu
Traditional Food Cuisine
soft porridge (wa mabele)
roasted maize
boiled maize(Dikgobe)
bohobe (bread)
pot steamed bread (Bodombolo)
fat cakes (mangwinya)
fermented porridge (motoho)
likahare (tribe)
(sheep feets and heads) litlhakona le skopo
Chicken heads and feets.
UNDERPLATES
Silver
Pewter Silver
Stainless Steel Silver
Embossed Silver
Gold
Gold Square
Bronze
Bronze Gold
Black
GLASS DISKS (UNDERPLATES)
Underplate
Square Mirror (50x40cm)
LINEN & TABLE CLOTHS
Mini Matt Table Cloths
Mini Matt Table Cloths
Linen Serviette
Frill
DAMASK TABLE CLOTHS
Round
Long
Serviette
VELVET TABLE CLOTHS
Round table cloths
Square table cloths
OVERLAYS
Organza Table Cloth
Organza Square
Square Material
Organza Chairbinder
Africa Print Overlays
Runner
Organza Runner
CHAIR COVERS
Stretch Chair Covers and tie backs
TABLES & CHAIRS
Round Table

Long Wooden Table
Long Steel Table
Half Round Table
Plastic Chair
Cocktail Table
Cherry Table
Wimbledon Chair
CAKE STANDS
Glass Stands
Square Silver Stand
Round Silver Stand
Round Pewter Cake Stand
Pewter Cake Stand on Pedestal
MISCELLANEOUS
Arch
Gas Heater
Gazebo
Red Carpet
Umbrella
Fire Extinguishers
Bamboo Baskets
COUCHES
Chair
Leather Couch (2 seater)
Cushion
Ottoman
MARQUEE TENT
Cold Rooms (Mobile Refrigerator)
STRETCH TENTS
Renting of Jumping Castles
Renting of Slides
ANY OTHER EVENT MANAGEMENT SERVICES