



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
DURBAN REGIONAL OFFICE

REFERENCE NUMBER – DBNQ24/03/04

SERVICE DESCRIPTION: NDPWI:MINISTERS VISIT TO EPWP PROGRAMME AND WELISIZWE BRIDGES IN UMVOTI LOCAL MUNICIPALITY IN KWAZULU NATAL ON 12 MARCH 2024.

SUBMITTED BY:

Company Name: _____

CSD registration: _____

CLOSING DATE: 06/03/2024 @11:00
Box Number 16 – 157 Monty Naicker Street

TECHNICAL ENQUIRIES	OTHER ENQUIRIES
Name : Veli Jiyane	Name : Thokozani Zwane
Contact number : 031 314 7237/ 063 680 0786	Tel no. : 031 314 7139
Email: veli.jiyane@dpw.gov.za	Email : thokozani.zwane@dpw.gov.za



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, DURBAN 4000 Int Code: +27 31 Tel: 314 7000 website: www.publicworks.gov.za
Supply Chain Management: Mr. Price Malatsi – 031 314 7217
Works Management – Ms.S MKhwanazi

REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at **NDPWI:MINISTERS VISIT TO EPWP PROGRAMME AND WELISIZWE BRIDGES IN UMVOTI LOCAL MUNICIPALITY IN KWAZULU NATAL ON 12 MARCH 2024**

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: 157 Monty Naicker Road**

Item	Description	Quantity / Period
1	NDPWI:MINISTERS VISIT TO EPWP PROGRAMME AND WELISIZWE BRIDGES IN UMVOTI LOCAL MUNICIPALITY IN KWAZULU NATAL ON 12 MARCH 2024	

CLOSING DATE: 06 / 03 / 2024, CLOSING TIME @ 11h00 AM

NB: No late documents will be accepted.

Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. **"You may claim VAT only if you are a VAT Vendor"**



TERMS AND CONDITIONS

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully

SIGNATURE:

DATE:

 
01/03/2024

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	DBNQ24/03/04	CLOSING DATE:	06/03/2024
		CLOSING TIME:	11:00am
DESCRIPTION	NDPWI:MINISTERS VISIT TO EPWP PROGRAMME AND WELISIZWE BRIDGES IN UMVOTI LOCAL MUNICIPALITY IN KWAZULU NATAL ON 12 MARCH 2024		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

NDPWI DURBAN REGIONAL OFFICE, SCM TENDER HALL, BOX 16 157 Monty Naicker Road, by Securities. (bidders to note that entrance in Dr Pixley Ka Seme is temporarily closed)
--

OR POSTED TO:

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SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

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

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

Note Well:

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

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



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& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

SECTION 1

STANDARD BIDDING DOCUMENTS

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

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

ITEM	DESCRIPTION	QUANTITY	BID PRICE IN RSA CURRENCY (INCLUDING VAT)	
			COST PER PERSON	TOTAL
1.	BREAKFAST			
1.1	<p>Morning Tea (Holding room 1)</p> <p>Coffee (caffenaited/ de-caffenaited)/ Rooibos/ Five Roses. (<i>Each item should be individually packed</i>).</p> <p>Sugar (brown, white or sweetner) honey, lemon slices</p> <p>Milk Full Cream/2% Low Fat/Fat Free/Coffee creamer (<i>each packed individually</i>).</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted)</p> <p>500ml Bottled Water (still and sparkling) screw topped</p> <p>Variety of Fresh Fruit</p> <p>Cheese pre-sliced and spreads</p>	50	R	R

	Pastry platter: containing beef puffs, samosas, cocktail burger pies, mini pizzas, and cheese puffs Savoury and sweet muffins (variety) Hot water to be served in an Urn Wrapped Toothpicks Serviettes Cutlery and Crockery Serving station with own tables, table cloths				
1.3	Morning packs (Mass catering) 1 muffin or scone 500ml Bottled Water screw topped (sparkling and still) and 300ml fizzy drink Variety of Fresh Fruit packs (3 fruits per pack).	1000	R	R	

2.	LUNCH	QUANTITY	COST PER PERSON	TOTAL
2.1	VIP Savoury Rice/Plain Rice Jeje	100	R	R

	<p>White Samp</p> <p>Roasted Chicken (thighs)</p> <p>Fish on a bed of lettuce</p> <p>Lamb curry</p> <p>Creamed Spinach with Feta</p> <p>Roast potatoes</p> <p>Beetroot</p> <p>Greek Salad</p> <p>100% Juice 500ml bottle screw topped or can 340ml juice (assorted).</p> <p>500ml Bottled Water screw topped (sparkling and still).</p>			
<p>2.3</p>	<p>Mass catering pre-packed lunch</p> <p>2 pieces of chicken</p> <p>2 white rolls</p> <p>2 fruits</p> <p>can 340ml juice/ can 340ml fizzy drink (assorted)</p> <p>500ml Bottled Water screw topped</p>	<p>1000</p>	<p>R</p>	<p>R</p>

3.4	OPTIONAL	QUANTITY	COST PER PERSON	TOTAL
3.4.1	Vegetarian meals	10	R	R
3.4.2	Halaal meals	10	R	R

4.	HOLDING ROOM 1 : THEME BLACK AND ORANGE	QUANTITY	UNIT PRICE	TOTAL
4.1	<p>Frame marquee (5m X 10m) (50 people)</p> <p>Interlocking flooring</p> <p>5 Round tables with Table cloths</p> <p>50 Chairs with chair covers</p> <p>Cutlery and crockery</p> <p>Electrical points</p> <p>Serving stations: 4 Rectangular tables with table cloths and chafing dishes.</p>	1	R	R

6.	SECURITY CONTROL ROOM	QUANTITY	UNIT PRICE	TOTAL
6.1	<p>Frame marquee</p> <p>5 rectangular tables with table cloths</p> <p>50 chairs with chair covers</p>	1	R	R

7.	MEDIA CONTROL ROOM	QUANTITY	UNIT PRICE	TOTAL
7.1	<p>Frame marquee (4 X 6m)</p>	1	R	R

	<p>Interlocking floors</p> <p>Multi electrical points</p> <p>10 Rectangular tables with table cloths</p> <p>20 White plastic chairs</p> <p>Plasma Screen (40CM)</p> <p>Sound Box in the front of the house</p>			
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8.	MAIN EVENT TENT	QUANTITY	UNIT PRICE	TOTAL
8.1	<p>Frame marquee (1000 people)</p> <p>Raised platform for speeches (6 X 10 X 1m)</p> <p>15 padded chairs</p> <p>4 rectangular tables for stage</p> <p>Stairs</p> <p>Disability ramp</p> <p>Stage drapping</p> <p>Raised platform for performances (6 X 10 X 1m)</p> <p>Stairs</p> <p>Disability ramp</p> <p>Stage drapping</p> <p>1000 plastic chairs</p> <p>100 chairs with chair covers</p> <p>Green capert for flooring</p> <p>Service provider must have a valid public liability</p>	1	R	R

9.	MISCELLANIOUS	QUANTITY	UNIT PRICE	TOTAL
9.4	Airconditioners or Industrial Fans	10	R	R
9.5	Generator/Backup Power 185kva	1	R	R
9.6	Ambulance	2	R	R
9.8	Collapsible physical barriers (speed fencing)	1	R	R
9.9	Waste Removal Containers/Bins (120/liter refuse bin on wheels with flip lid)	1	R	R
9.10	Budget for Public Liability	1	R	R
9.11	Fire Extinguishers	30	R	R
9.12	Accreditation Material	1000	R	R

10.	ABLUTION FACILITIES (Fully serviced flushable toilets with toilet paper, hand wash and sanitizer)	QUANTITY	UNIT PRICE	TOTAL
10.1	VIP	4	R	R
10.2	Toilets for persons with disabilities (different categories)	1	R	R
10.3	Public	10	R	R

11. AUDIO VISUALS			
DESCRIPTION	QUANTITY	TOTAL	
11.1 PA System for indoors main event tent		R	
11.2 1 Camera for streaming to screens		R	
11.3 Provide for rigging if necessary		R	
11.4 Provide live streaming to all social networks		R	
11.6 Plasma screen size 42inches	4	R	
11.7 Basic Lighting for Tent		R	
11.8 Cordless Microphone	1	R	
11.9 Roving microphones	2	R	
11.10 Electrical Extension cables		R	

COMPLIANCE REQUIREMENTS		TOTAL
12.1	Compliance Certificate: <ul style="list-style-type: none"> • Compliance with the Safety at Sports and Recreational Events Act No.2/2010 and Regulations relating to the issuing of compliance certificates. • Certificate of Compliance • Structural Engineering Certificate 	R
12.2	Provide a qualified SAFETY OFFICER for the event to do the necessary compliance applications, on scale site plan, ensure that its approved by security cluster and attends all security cluster meetings.	R

MASS PUBLIC TRANSPORT		QUANTITY	UNIT PRICE	TOTAL
13.1	Taxis	For 700 people	R	R

STAGE & PODIUM		QUANTITY	UNIT PRICE	TOTAL
14.1	Stage (30m2)	1	R	R
14.2	Stage (for Artists 20m2)	1	R	R

16.		QUANTITY	UNIT PRICE	TOTAL
16.1	Management Fee @ 10% of the total	1	R	R
16.2	Contingency @10% of the total	1	R	R

Total				
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PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	NDPWI:MINISTERS VISIT TO EPWP PROGRAMME AND WELISIZWE BRIDGES IN UMVOTI LOCAL MUNICIPALITY IN KWAZULU NATAL ON 12 MARCH 2024.
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Quote no:		Closing date:	
Closing time:	11h00	Validity period:	84 days

1. RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session.
7	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	Submission of a valid Public Liability Cover
9	<input checked="" type="checkbox"/>	Submission of a signed declaration in a company letterhead indicating readily available equipment, frame tents, Stage, Tables & Chairs, Toilets PA System
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

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

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.

3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

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

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

2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID

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

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

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.

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

			Or <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDASA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

4. COLLECTION OF QUOTATION DOCUMENTS:

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on **insert date** at the following address **insert physical address insert postal code**.

A **select** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**.

5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

DPWI Project Manager	Sbusisiwe Mkhwanazi	Telephone no:	031 314 7101
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Cellular phone no	063 6800 786	Fax no:	
E-mail	sbusisiwe.khwanazi@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

SCM Official		Telephone no:	
Cellular phone no		Fax no:	
E-mail			

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is *insert time* on *insert date*.

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

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

All bids must be submitted on the official forms – (not to be re-typed)

<p>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p><i>Department of Public Works and Infrastructure 157 Monty Naicker Street Durban Central</i></p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>The Director general Department of public works and Infrastructure Private Bag x 543195 Durban 400</i></p>	<p>OR</p>	<p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p><i>Anele.Madyantyi@dpw.gov.za; Anora.Singh@dpw.gov.za thokozani.zwane@dpw.gov.za price.malatsi@dpw.gov.za</i></p>
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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 numberdated.....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

WITNESSES

1

2

DATE:

**SECTION 1
STANDARD
BIDDING
DOCUMENTS**



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**APPOINTMENT OF A SERVICE PROVIDER FOR
RENDERING OF EVENTS MANAGEMENT SERVICES
FOR AN EVENT TO BE HELD AT UMVOTI EPWP
PROGRAMME AND WELISIZWE ON 12 MARCH 2024**

BID NUMBER: DBN24/03/04

ADVERT DATE:

01 March 2024

NON-COMPULSORY BRIEFING SESSION WILL TAKE PLACE

CLOSING DATE AND TIME:

06 March 2024

AT 11:00 AM

VALIDITY PERIOD:

84 Days

ENQUIRIES

BIDDING PROCESS: Ms. Zanele Luthuli @ 031-314 7072 / 0828497559 or zanele.luthuli@dpw.gov.za

TECHNICAL: Phumlani Masuku @ 012 406 1114 / 0725619701 / phumlani.masuku@dpw.gov.za

NB: All enquiries should preferably be made in writing to the officials mentioned above.

LIST OF ABBREVIATIONS

BAC:	Bid Adjudication Committee
BEC :	Bid Evaluation Committee
BQRC :	Bid Quality Review Committee
B-BBEE :	Broad-Based Black Economic Empowerment
CEF:	Central Energy Fund
CIPC:	Companies and Intellectual Property Commission
CPA:	Contract Price Adjustment
CIPC:	Companies and Intellectual Property Commission
CPI:	Consumer Price Index
CSD:	Central Supplier Database
DOE:	The Department of Energy
NERSA:	National Energy Regulator of South Africa
OCPO:	Office of the Chief Procurement Office
PPR 2017:	Preferential Procurement Regulation 2017
QSE:	Qualifying Small Enterprise
RSA:	Republic of South Africa
SLA:	Service Level Agreement
SABS:	South African Bureau of Standards
SANAS:	South African National Accreditation System
SARS:	South African Revenue Service
SSA :	State Security Agency
SCC:	Special Conditions of Contract
SCM:	Supply Chain Management
SBD :	Standard Bidding Document
CBD:	Contract Bidding Documents
TC:	Transversal Contracts
TIC:	Tender Information Centre VAT Value Added Tax

DOCUMENTS IN THE BID DOCUMENT PACK

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

- ❖ Bid Submission Checklist

SECTION 1

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.1)
- ❖ Price Schedule (SBD 3.2)
- ❖ Declaration of Interest (SBD 4)
- ❖ Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 (SBD 6.1)
- ❖ The following documentation are required for evaluation purposes:
 - Tax Compliance Status Pin (To be provided on the SBD 1)
 - CSD Registration Number (MAAA) (To be provided on the SBD 1)

SECTION 2

- ❖ General Conditions of Contract (GCC)- not to be returned as part of the submission

BID SUBMISSION CHECKLIST

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

		COMPLIANT? (TICK <input type="checkbox"/> [√] IN APPROPRIATE BOX	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
PA-32	Invitation To Bid Part A		
PA-04 (GS)	Notice and Invitation to Bid		
Annexure	Annexure to PA-01(GS) Specific Conditions of Tender		
PA-15.1,2,3	Resolution of Board of Directors		
SBD 4	Declaration of Interest		
SBD 6.1	Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022		
	Pricing Schedule		
2	SECTION 2		
2.1	General Conditions of Contract (GCC)		
3.	ATTACHMENTS		
3.1	Proof of residential address - (municipality account required, Municipal Clearance certificate or signed rental agreement)		
	CSD Registration number (MAAA Number)		

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

_____ (Project description as per Bid / Tender Document)

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

2. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

	Name	Capacity	Signature
1			
2			
3			
4			
5			
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7			
8			
9			
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11			
12			
13			
14			
15			
16			

17			
18			
19			
20			

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

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

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

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

(Project description as per Bid /Tender Document)

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

2. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

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

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

Note:

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

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

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

(Project description as per Bid /Tender Document)

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

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

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

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

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

Physical address: _____

_____ (Postal code)

Postal Address: _____

_____ (Postal code)

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

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

Note:

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p>

			<ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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**

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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	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)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	10	
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	4	
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

- (f) The **80** points will be for price; and
- (g) The **20** points will be allocated for the specific goals as follows:

The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender shall be awarded for: (a) Price; and (b) Specific Goals

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.

10.1.1. Phase II: Functionality Evaluation

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

A service provider that scores less than **60** points out of **100** as per evaluation criteria categories, listed on Phase II, in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified for further evaluation.

Phase II Summary of functional/Technical Evaluation Criteria

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<p>Competed Successful Project: (Experience)</p> <p>Bidder(s) to Provide proof of rendering a completed and successful events that is of an acceptable standards. For evaluation purposes bidders are requested to submit the following:</p> <p>Relevant services rendered in a form of award letter or valid order issued with values, reference, procuring institution and contactable and verifiable references.</p> <p>And</p> <p>Proof of completion of the service in a form of completion letter or completion certificate or reference letter confirming a successful completion of the service rendered indicating reference, procuring institution and contactable and verifiable references.</p> <p>Successful Events within the following value:</p> <p>(i) R1 000 000,00 and above = 51 Points</p>		<p>51</p>
<p>Financial Standing (Company bank Statement)</p> <p>Submission of Bank Stamped Company bank statement not older than one (1) from the closing date.</p> <p>(i) R 500 000,00 and above = 29 Points</p>		<p>29</p>

<p>The proximity (locality) of the service provider</p>	<p>10</p>
<p>Bidders to submit Proof of residence or valid leasing agreement if not owning the property together with proof of rental payments (i.e. Invoice or statement from the lessor not older than 3 months from closing date)</p> <p>Or</p> <p>Proof of municipality accounts in the bidders' name (company name / Director of the company) not older than (3) three months from the closing date</p> <p>(i) Within the KZN Province = 10 Points</p> <p>(ii) Outside KZN Province = 05 Points</p>	
<p>Service standards:</p>	<p>10</p>
<p>Bidder(s) to submit Company Profile relating to Event Management</p> <p>For evaluation purposes bidders are required to submit a company profile which includes the following:</p> <p>(i) A list of relevant services rendered with contact details and value of services rendered together with details of the institution / organisation / individual where the services were rendered.</p> <p>(ii) Curriculum Vitae of Events Manager</p> <p>More than ten (10) events = 10 Points</p> <p>Five (5) to ten (10) events = 05 Points</p>	
<p>TOTAL FOR FUNCTIONALITY:</p>	<p>100</p>

The panel members responsible for scoring the respective bidders will evaluate and score all bidders based on their submission and information provided.

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

Any proposal not meeting the minimum score of **60 points** on the technical/functionality will not be evaluated further on Price and Specific Goals.

13.1.3 Phase III: PRICE AND SPECIFIC GOALS EVALUATION

The evaluation on Price and Specific goals will be conducted per district. Therefore, the bidder who scored the highest points for Price and Specific goals per district will be appointed. Tenders will be evaluated in accordance with the 80/20 Specific goals point system, however, bidders will only awarded scores for specific goals when claimed for by bidders on SBD 6.1.

CRITERIA	MAXIMUM POINTS
Price	80
Specific goals.	20
Grand Total	100

Price (maximum 80 points)

Specific goals (maximum 20 points)

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

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

Where

P_s = Points scored for comparative price of bidders under consideration

P_t = Comparative price of bidders under consideration

P_{\min} = Comparative price of lowest acceptable bidders

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

13.1.4 Phase IV: RECOMMENDATION AND APPOINTMENT

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the Regional Bid Adjudication Committee: Department of Public Works & Infrastructure for adjudication of the bid/s.

The outcome of the bid will be published in the Departmental Website and e-Tenders Portal.

14. COMMUNICATION AND CONFIDENTIALITY

- 14.1 The Department of Public Works & Infrastructure 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.
- 14.2 All communication between the Bidder and the Department of Public Works & Infrastructure must be done in writing.
- 14.3 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 14.4 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 14.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.
- 14.6 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Bidding process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Department of Public Works & Infrastructure, except where authorized in writing to do so. All documents will remain the property to the Department of Public Works & Infrastructure

15. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the special conditions by bidder(s) will result in invalidation of such bidder(s).

16. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

In accordance with Treasury Instruction Note 17 of 2012, an employee of a provincial public entity may not have business interest in any entity conducting business with Department of Public Works & Infrastructure.

According to the Public Service Regulations 2016 an employee may not do business with any organ of the State. All bidders received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be Noncompliance.

17.1 AWARD OF CONTRACT

- 17.1 The outcome of the bid will be published in the Departmental Website and on e-Tenders Portal.
- 17.2 The Department of Public Works & Infrastructure reserves the right to award different items of the bid to more than one (1) service provider.

18. ADJUDICATION OF THE BIDDERS

The number/allocation of service providers will be determined by the Accounting Officer.

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the Regional Bid Adjudication Committee.

19. ALLOCATION AND AWARD OF CONTRACT

The outcome of the bidders will be published in the Departmental Website and e-Tenders portal.

20. VERIFICATION OF BIDDERS

At any time after the award and during the execution of the contract, the status of the supplier may be verified. Should a default be detected, the procedure for the restriction of the supplier as stated in SCM Practice Note No. 5/2006 will be followed.

21. CONFIDENTIALITY

Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to any bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder(s) has been notified of the outcome of the bidders.

No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Department of Public Works & Infrastructure, except where authorized in writing to do so.

22. AGREEMENTS

A Service Level Agreement may be entered into with the Department of Public Works & Infrastructure to clarify specific operational provisions. The Service Level Agreement will be subject to the General Conditions of Contract (GCC) and Compulsory Conditions of Tender.

23. ACCEPTANCE OF THE SPECIAL CONDITIONS AND CONTRACT AND GENERAL CONDITIONS OF CONTRACT

Failure to accept the Special Conditions of Contracts and the General Conditions of Contract or any part thereof, may result in the bidders not being considered.

I _____ in my capacity as _____ of the

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

SIGNATURE

CAPACITY

Name of contact person of company:

Tel. of company: _____

E-mail: _____

25. CONTACT DETAILS

Enquiries: Mr. Phumlani Masuku : 012 406 1114 / 0725619701

SECTION 2

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

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

2. STATUS OF REQUEST FOR BID

- 2.1. The Department of Public Works & Infrastructure is hereby inviting potential bidders for supply and delivery of event management service for a period of 1 day.
- 2.2. This Bid is an invitation for Bidders to submit a bid for the provision of supply and delivery of event management service and related services as set out in the special conditions of contract contained herein.
- 2.3. No binding contract or other understanding for the supply of the Services will exist between the Department of Public Works & Infrastructure and any Bidder unless and until the Department of Public Works & Infrastructure has executed a formal written contract with the successful Bidder/s.

3. SUBMISSION OF BIDS

- 3.1 Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as Department of Public Works & Infrastructure to address indicated on the PA-32 Invitation To Bid by the closing date and time of the bid.
- 3.2 In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.

4. PROHIBITION OF RESTRICTIVE PRACTICES

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

possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

5. FRONTING

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

6. STATUS OF REQUEST FOR PROPOSAL

- 6.1. The Department of Public Works & Infrastructure hereby invites potential bidders to render event management services for a period of one (1) day
- 6.2. This bid is an invitation for potential bidders to submit a bid(s) for rendering of event management services for the Department as set out in the Special Condition of Contract contained herein.

7. DECLARATION OF INTEREST – SBD 4

The declaration of interest form (SBD 4) **must** be completed and properly signed, and all the relevant questions or questionnaire must be completed accordingly and declaration at the end of the SBD 4 must be completed and signed by the relevant or designated person of the company.

8. SPECIFIC GOALS POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022 – FORM SBD 6.1

In terms of this bid, Preference point system of 80/20 will be applicable as the rand value of this bid is estimated to be to be below R50 000 000 with applicable taxes included. All bidders who passed the required threshold for Functionality will continue to next stage of evaluation where Price (80 points) and Specific goals (20) will be allocated using the prescribed formula.

9. EVALUATION PROCESS

a. The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV
Administration and Mandatory bid requirements	Functionality	Price and Specific goals	Recommendation and Appointment
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 80/20 Specific goals system	Recommendation and appointment of successful bidder(s)

Failure to comply with Phase I will invalidate the bid.

10. Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and Bidders who do not submit acceptable bids 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.
Provide a copy of the CSD Registration "Summary Report".

Valid Tax Pin

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

Responsive Bids

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