

Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 214 777 or email: hotline@kpmg.co.za. If a request or procurement communication appears to be suspicious, suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity



INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)					
BID NUMBER:	WRC 004-2023/24	CLOSING DATE:	22 MARCH 2024 2024	CLOSING TIME:	11:00 AM
BID VALIDITY	120 DAYS	BID ADVERTISEMENT DATE:		23 FEBRUARY 2024	
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CONFERENCE ORGANISERS (PCO), AND RELATED SERVICES FOR A PERIOD OF FIVE (5) YEARS.				

BID RESPONSE DOCUMENTS PLUS DOCUMENTS SAVED IN A MEMORY STICK (USB) MUST BE DELIVERED TO:

TENDER BOX, WHICH IS SITUATED AT WATER RESEARCH COMMISSION, BLOUKRANS BUILDING, LYNNWOOD BRIDGE OFFICE PARK; SECOND FLOOR, 4 DAVENTRY STREET; LYNNWOOD MANOR; PRETORIA.

BRIEFING SESSION DETAILS:

DATE: WEDNESDAY, 05 MARCH 2024, TIME: 11:00, PLACE: VIRTUAL (MS TEAMS), LINK TO ATTEND THE MEETING:

https://teams.microsoft.com/join/19%3ameeting_MzcwZGZiOWMtMDVhZi00NWQwLThiZDltMmU0ZDJiYjEyMDkx%40thread.v2/0?context=%7b%22Ti d%22%3a%22ce9c6c4f-b364-4a55-96e2-425af8cd5236%22%2c%22Oid%22%3a%22691c002c-aa9d-468e-9ace-c4e3ebbeb51a%22%7d

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	SCM	CONTACT PERSON	SCM
TELEPHONE NUMBER	012 761 9300	TELEPHONE NUMBER	012 761 9300
E-MAIL ADDRESS	tenders@wrc.org.za	E-MAIL ADDRESS	tenders@wrc.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER	☐	☐	☐	☐	
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR SPECIFIC GOALS POINTS]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER PART B:3]
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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 TOGETHER WITH SAVED DOCUMENTS IN A MEMORY STICK (USB) MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS 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."
3. TOTAL BID PRICE
TOTAL BID PRICE: R..... (Total bid price including VAT and any other charges) NB: Please note that all prices quoted should be inclusive of Value Added Tax (VAT) and Price Fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance, and any other costs relating to this bid. Furthermore, such prices should be presented in South African Rand (ZAR). Overheads and additional costs will be increased annually according to the latest available CPI rate. The Bid to be valid for 120 days.

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

NAME AND SIGNATURE OF BIDDER.....

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

DATE.....

THE FOLLOWING PARTICULARS MUST BE FURNISHED
--

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using sub-contractors:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	

Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following: <i>(to be completed for each partner)</i>	
Name of partners	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

I CERTIFY THAT THE INFORMATION FURNISHED ON THIS FORM IS TRUE AND CORRECT.

I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE OF BIDDER (duly authorised)

.....

DATE

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management
Contact Person: The SCM Manager
Tel: 012 761 9300
E-mail address: tenders@wrc.org.za

CONDITIONS AND UNDERTAKINGS BY BIDDER

- 1.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
- 1.1.1 Black ink should be used when completing Bid documents.
- 1.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. WRC will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 1.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to WRC on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.
- 1.3 I/We agree that -
- 1.3.1 The offer herein shall remain binding upon me/us and open for acceptance by WRC during the validity period indicated and calculated from the closing hour and date of the Bid;
- 1.3.2 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 1.4 **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 1.5 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 1.6 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

Signature(s) of Bidder or assignee(s)	Date
Name of signing person (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Name of Bidder [company name] (in block letters)	
Postal address (in block letters)	
Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)	
.....	
.....	
Telephone Number:.....	Fax Number
Cell Number:	Email Address

INSTRUCTIONS TO BIDDER

1 Confidential information disclosure notice

- 1.1 This document may contain confidential information that is the property of Water Research Commission (WRC).
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from WRC.
- 1.3 All copyright and Intellectual Property herein vests with WRC.

2 Introduction

2.1 Purpose

- 2.1.1 The purpose of this Request for Bid (RFB) is an invitation to potential suppliers (hereinafter referred to as "Bidders") to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

2.2 Objectives

- 2.2.1 The following objectives must be achieved with the implementation of the above required solution:
 - 2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, WRC intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPPFA (80/20).

2.3 Queries

- 2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within WRC be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFB. WRC reserves the right to place responses to such queries on the website.

Name	Type of Query	Email address
Supply Chain Management	Bid Queries	tenders@wrc.org.za

Enquiries should reference specific paragraph numbers, where appropriate.

All questions/enquiries must be forwarded in writing not later than **18 March 2024 at 11h00**.

Questions/enquiries received after **11h00 on 18 March 2024** will not be considered.

Bidders are not allowed to contact any other WRC staff in the context of this tender other than the indicated official under 2.3.1.

2.4 Bid Documents

- 2.4.1 Bids must be **hand delivered or (if couriered) reach and be submitted into the WRC TENDER BOX** by no later than **11h00 on 22 March 2024**. Service provider must ensure that their couriered documents are deposited to the WRC tender box on or before the closing date and time of the bid. WRC will not take responsibility of couriered tender document not found in the tender box on the closing date and time.
- 2.4.2 Bid documents must contain **one original document, initialed on each page, PLUS documents saved in a memory stick (USB)**. No CDs will be accepted.

3 General rules and instructions

3.1 Confidentiality

- 3.1.1 The information contained in this document is of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or

implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.

- 3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of WRC (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent WRC’s confidential information coming into the possession of unauthorized third parties. In protecting the receiving party’s confidential information, WRC shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 3.1.5 Any documentation, software or records relating to confidential information of WRC, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
- 3.1.5.1 Shall be deemed to form part of the confidential information of WRC;
- 3.1.5.2 Shall be deemed to be the property of WRC;
- 3.1.5.3 shall not be copied, reproduced, published, or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
- 3.1.5.4 Shall be surrendered to WRC on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.
- 3.2 News and press releases**
- 3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with WRC.
- 3.3 Precedence of documents**
- 3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appears in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that WRC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by WRC.
- 3.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of WRC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the WRC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

3.4 Preferential Procurement Reform

- 3.4.1 WRC supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, WRC insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 3.4.2 WRC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) with its Preferential Procurement Regulation 2022 to this proposal.
- 3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the preference certificate must be completed for each legal entity (Annex C).

3.5 Security clearances

- 3.5.1 Employees and subcontractors of the Bidders **may** be required to be in possession of valid security clearances to the level determined by NIA or/or WRC commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

3.6 Occupational Injuries and Diseases Act 13 of 1993

- 3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 ("COIDA") and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. WRC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to WRC.

3.7 Instructions for submitting a proposal.

- 3.7.1 **One (1) original hard copy plus a memory stick (USB)** with saved submitted tender document with its attachments shall be submitted on the date of closure of the Bid.
 - 3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.
- 3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
- 3.7.3 Bid must be submitted in a prescribed response format herewith reflected as **Response Format** and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to **The Supply Chain Management Unit**.
- 3.7.4 Bid must be submitted on or before **22 March 2024 not later than 11h00**. The bids must be dropped in the tender box at **the Water Research Commission, Bloukrans Building Lynnwood bridge Office Park; Second floor; reception, 4 Daventry Street; Lynnwood manor; Pretoria**.

Bidders are urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the reception. Failure to sign the register will lead to the bid being disqualified. Failure to submitted sealed bids could result to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register and be deposited in the tender box. Bidders must advise their courier companies of this instruction.
- 3.7.5 All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.
- 3.7.6 Bids received after the time stipulated shall not be considered.
- 3.7.7 Bid responses sent by courier remains the responsibility of the service provider to ensure that their bid document indeed reached this office (WRC) at least before the closing date and that it is registered on the bids received register and deposited to the tender box. Failure to comply with this requirement shall result in your proposal being treated as a "late proposal" and shall not be entertained. Such proposal shall be returned to the respective Bidders.
- 3.7.8 **No proposal shall be accepted by WRC if submitted in any manner other than as prescribed above.**

4 Reasons for disqualification

- 4.1 WRC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

- 4.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;
- 4.1.3 Bidders who submitted incomplete information and documentation according to the requirements of this RFP;
- 4.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- 4.1.5 Bidders who received information not available to other bidders through fraudulent means;
- 4.1.6 Bidders who do not comply with *mandatory requirements* as stipulated in this RFP.
- 4.1.7 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or
- 4.1.8 Bidders who are listed on the National Treasury's database of restricted suppliers

5 Closing of Bid

- 5.1 There shall be no public opening of the Bid received. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of WRC. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 5.2 No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.
- 5.2.1 Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

6 Bid preparation

- 6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.
- 6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed **RFB Response Format**.

7 Oral presentations and briefing sessions

- 7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to WRC. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. WRC shall schedule the time and location of these presentations. Oral presentations are an option of WRC and may or may not be conducted.

8 Evaluation Criteria for Specific Goals

- 8.1 Points awarded for B-BBEE Status Level of Contribution
- 8.2 The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 8.3 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below.
- 8.4 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals

Stated Specific Goal in the Invitation (RFB)	Proof to be submitted for allocation of points	Points Allocation	
The specific goal to be applied for this RFQ/P/B to which points may be allocated is/are as follows: (e.g.): B-BBEE STATUS LEVEL CONTRIBUTOR	BEE certificate or sworn affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate confirming their annual total revenue and the level of Black Ownership.	In this category, points will be allocated as follows:	
		B-BBEE Level	20 Points
		1	20
		2	18
		3	14
		4	12
		5	8
		6	6
		7	4
		8	2
		Non-compliant	0

- 8.5 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 8.6 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 8.7 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.8 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.9 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.10 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 8.11 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub- contract.

9 Evaluation criteria and methodology

9.1 Functional evaluation criteria

"Functionality" means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service.

When inviting bids, WRC indicates: -

- (i) Whether the bids will be evaluated on functionality;

- (ii) The evaluation criteria for measuring functionality;
- (iii) The weight of each criterion; and
- (iv) The applicable values as well as the minimum threshold for functionality

FUNCTIONAL / TECHNICAL EVALUATION CRITERIA

This bid will be evaluated on Functionality, Price and Preference evaluation will apply.

9.2 PRICE AND SPECIFIC GOALS EVALUATION CRITERIA

Subsequent to the eligibility on screening phase, technical/functional phase and verbal presentation phase, the fourth phase of evaluation of the Bids shall be based on the **80/20** PPPFA principle, price and specific goals points for evaluation criteria are as follows:

Price points	80
Specific goals points	20
Total	100 points

10. BIDDING CONDITIONS

10.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a ☐)" regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

10.2 A "Not Comply" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "☐" under "Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder does not accept the content of the applicable paragraph. A "Not Comply" under "Partial" will be interpreted and evaluated objectively against explanations and supporting documentation accordingly.

NOTE: If PARTIAL is indicated as the level of compliance and NO supporting documentation is provided that clearly clarifies the Bidder/s position, the paragraph will be evaluated as "Non-Comply". It is mandatory for the bidders to comply with the following bid conditions.

10.3 The following bid conditions will govern the contract between the WRC and the successful bidder:

Requirement	ACCEPT	NOT ACCEPT
10.3.1 Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
10.3.2 The successful Bidder/s will be contracted to procure the Services for a period to be agreed after which WRC reserves the right to review and extend the contract for further period/s at the WRC's discretion.		
10.3.3 The fees will be negotiated.		
Interpretation of requirements	ACCEPT	NOT ACCEPT
10.3.4 The Bidder/s shall accept WRC's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and WRC.		

10.3.5 Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and WRC's, it shall be dealt with in terms of paragraph 3.0 of this document.		
10.3.6 Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this RFP, the Bid conditions shall take preference.		

Documentation	ACCEPT	NOT ACCEPT
10.3.7 Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		
10.3.8 Bidder's name and address should clearly appear on the outside of tender documents and on envelope.		

Selection	ACCEPT	NOT ACCEPT
10.3.9 WRC reserves the right to evaluate and consider any Bids that do not comply strictly to this RFP.		
10.3.10 Acceptance of any Bids will only indicate, without any obligations on the part of either WRC and/or a Bidder, the willingness of such parties to enter into negotiations, which may or may not result in a contract/order as the case may be.		
10.3.11 WRC reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		
10.3.12 The Bidder/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to WRC and not necessarily on the basis of lowest price or any other criteria.		
10.3.13 Should WRC consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required.		
10.3.14 Should WRC consider it necessary, WRC will visit the Bidder/s customer sites.		
10.3.15 WRC reserves the right:		
10.3.15.1 to cancel this RFP at any time;		
10.3.15.2 not to accept any Bids;		
10.3.15.3 to accept one or more Bids for further negotiation and;		
10.3.15.4 To contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

Copyright	ACCEPT	NOT ACCEPT
10.3.16 The specifications are the intellectual property of WRC.		
10.3.17 The contents of any specifications are the property of WRC and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

Precedence	ACCEPT	NOT ACCEPT
10.3.18 All details, dimensions and instructions shown on any drawings, diagrams and specifications quoted, shall form part of this bid document.		

10.3.19 If there is any contradictory requirements between the specifications, the drawings referred to and other specifications that have been quoted, the order of precedence, from highest to lowest is: • Statutory and mandatory requirements, • This bid document, • Contract Conditions.		
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Alternative suppliers	ACCEPT	NOT ACCEPT
10.3.20 The Bidder accepts that the WRC will have the right to contract with any other Service Provider for provision of services not covered by this specification.		
10.3.21 Bidder must also submit: A written statement to the specification of WRC by the bidder, that none of his personnel have any involvement or interest in the bidder's business.		

Submission of Bid	ACCEPT	NOT ACCEPT
10.3.22 WRC will also reject an offer if the Bidder/s fail to complete the compliance Certificate/s in the format as described in paragraphs 10.1.1 and 10.1.2.		

Service approval	ACCEPT	NOT ACCEPT
10.3.23 The Procuring of the Services shall not take place until WRC has given final approval of all procedures.		

Additional Criteria	ACCEPT	NOT ACCEPT
10.3.24 WRC will evaluate the bids against the following criteria: • Compliance to the Specifications/ Functionality • Price – Management Fee • Economic Empowerment • Compliance to Bid Condition		

Black Economic Empowerment	ACCEPT	NOT ACCEPT
10.3.25 WRC has established a programme of economic empowerment in our procurement strategies. In this regard, companies are required to indicate their involvement, current and planned, with black businesses and professionals. This will for an important part of the evaluation criteria to be used. WRC reserves the right to request all relevant information, agreements and other documents to verify information supplied in response hereto.		

Addenda	ACCEPT	NOT ACCEPT
10.3.26		

In the event that modifications, clarifications or additions to the RFP become necessary, all Bidders will be notified, in writing, addenda to this RFP.		
Preparation Costs	ACCEPT	NOT ACCEPT
10.3.27 All costs incurred in the preparation, presentation and demonstration of the response shall be for the account of the bidder. All supporting documentation and manuals submitted with RFP will become WRC property unless otherwise stated by the Bidder/s at the time of submission.		
Confidential Material	ACCEPT	NOT ACCEPT
10.3.28 Any material submitted by the Bidder/s, which is considered to be confidential in nature, must be clearly marked as such.		
Payment Terms – Local Creditors	ACCEPT	NOT ACCEPT
10.3.29 Payments of invoices will be effected on by last day of the calendar month following the calendar month of receipt of a correct and original invoice. Invoices/statements should be submitted <u>after</u> WRC has acknowledged receipt of the services procured or goods supplied. A correct and original monthly statement reflected the above invoices must be submitted to WRC by the 5 th of each month.		

Please note that the following clauses of WRC conditions and Procedures governing the Procurement of Services.

10.4 CONTRACT TERMINATION

- 10.4.1 Contract/s with a successful Bidder/s may be terminated by the WRC on the grounds of valid commercial or operational requirements that were not foreseen at the time of the Request for Bid being submitted and the contract being entered. The WRC, if it wishes to terminate the contract, shall be required to give 30 (thirty)

days written notice of its intention to terminate the contract. Such notice must be preceded by bona fide discussion between the WRC and the successful Bidder. In this instance the WRC shall only remain liable for all amounts due to the successful Bidder with respect to the period ending on the date of the cancellation and shall not be held liable for any damages or losses based on such a termination of the contract.

10.5 DISPUTE RESOLUTION

10.5.1 All disputes arising out of this RFP or relating to the legal validity of this RFP or any part thereof shall be resolved under this paragraph. The parties must refer any dispute to be resolved by:

- Negotiation, in terms of paragraph 10.5.3; failing which
- Mediation, in terms of paragraph 10.5.4; failing which
- Arbitration, in terms of paragraph 10.5.6.

10.5.2 Paragraph Clause 10.5.1 shall not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalisation of the dispute resolution process contemplated in paragraph 10.5.1, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.

10.5.3 Within ten (10) days of notification, the parties must seek an amicable resolution to the dispute by referring the dispute to designated and authorized representatives of each of the parties to negotiate and resolve the dispute. If an amicable resolution to the dispute is found the authorized representatives of the parties must sign, within the ten (10) day period, an agreement confirming that the dispute has been resolved.

10.5.4 If negotiation in terms of paragraph 10.5.3 fails, the parties must, within fifteen (15) days of the negotiations failing, refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.5 The periods for negotiation (specified in paragraph 10.5.3) or for referral of the dispute for mediation (specified in paragraph 10.5.4), may be shortened or lengthened by written agreement between the parties.

10.5.6 In the event of the mediation contemplated in paragraph 10.5.4 failing the parties shall refer the dispute, within fifteen (15) days of the mediation failing, for resolution by expedited arbitration under the current rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.7 A single arbitrator shall be appointed by agreement between the parties within ten (10) days of the dispute being referred for arbitration, failing which the arbitrator shall be appointed by the Secretariat of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.8 At all times, every reasonable effort shall be made to ensure that such arbitrator has the necessary technical skills to enable him to adjudicate the dispute in a satisfactory manner.

10.5.9 The arbitration shall be held at Sandton, South Africa, in English.

10.5.10 The South African law shall apply.

10.5.11 The parties shall be entitled to legal representation.

10.5.12 The award of the arbitrator shall be final and binding on the parties, who hereby agree to give effect to the award. Either party shall be entitled to have the arbitrator's award made an order of court at the cost of the party requesting same.

10.5.13 This paragraph shall constitute the irrevocable consent of the parties to the dispute resolution proceeding in terms hereof and neither of the parties shall be entitled to withdraw there from or to claim at any arbitration proceedings that they are not bound by the arbitration provisions of this RFP.

- Both parties shall comply with all the provisions of the RFP and with all due diligence during the determination of such dispute should the latter arise during the course of the RFP.

10.6 PAYMENT TERMS - LOCAL CREDITORS

10.6.1 Original, detailed, correct, and complete tax invoices, monthly statements (where applicable), VAT registration numbers (where applicable), verification of bank details (in the format required) and any other relevant supporting documents must be submitted to the Water Research Commission after it has acknowledged receipt in writing of the services procured or goods received, to its satisfaction.

10.6.2 Tax invoices and all necessary supporting documents contemplated in 10.6.1 above must be submitted to the Water Research Commission project manager and copy Finance department via email to financew@wrc.org.za by the 1st (first) business day of a calendar month in order for payment to be effected by the end of the same calendar month. Otherwise, payment shall be effected by the end of the following calendar month. Payments shall furthermore only be made on condition that the required documentation submitted are the originals, correct and complete.

10.6.3 No penalty interest shall be permitted to be charged in the event of the requirements referred to in 10.6.1 and 10.6.2 above not being complied with.

10.6.4 Payment shall be effected by electronic bank transfer or any other method of payment decided to be used by the Fund from time to time and at the Fund's sole discretion.

10.6.5 Payment shall furthermore be subject to the Fund's standard Special Terms and Conditions of Contract, which if applicable shall prevail over this clause in all instances; and a copy whereof shall be furnished upon request.

10.7 TERMINATION

10.7.1 The following clause will be applicable to all contracts entered into/orders placed by WRC:

If, at any time during the currency of this Bid and subsequent contract/order, WRC in its reasonable discretion determines that the other party has, in respect of this bid, contract/order or any other contract/order or agreement to which they were or are parties to:

- Acted dishonestly and/or in bad faith, and/or
- Has made any intentional or negligent misrepresentation to WRC whether in any negotiations preceding the conclusion of, or in the execution of this RFP or any other agreement between the parties,

Then WRC shall be entitled by written notice to the other party forthwith to cancel this contract/order. Upon such cancellation, WRC shall be entitled, in addition to all other remedies available to it, to recover from the other party all damages it has suffered by virtue of such conduct by the other party. Should, at the time of such cancellation, WRC be indebted to the other party for any amounts whatsoever, WRC shall be entitled to withhold payment in respect thereof for a period of 90 (ninety) days from the date of cancellation in order to investigate the party's conduct and any damages suffered by WRC. NO payment by WRC to the other party after the lapse of such period shall preclude WRC thereafter, from recovering from the other party any such damages as it may have suffered.

10.8 SPECIFIC INFORMATION REQUIRED

For ease of reference and evaluating purposes, please furnish replies under the same headings and refer individually to all specific paragraph numbers. Please be clear in your response and use definite answers.

10.9 COPIES REQUIRED

It is a condition that the Bidder/s shall furnish an offer comprising of one original for the supply of products and services enumerated in this Request for Bid Document. The Bidder/s shall ensure that all the relevant information and documentation is submitted with the original as well as the USB (memory stick) with all submitted tenders documents and supporting documents saved in the memory stick. WRC shall not be liable should it become evident that a Bidder/s offer/s is/are not accepted and the reason for such non-acceptance is as a result of the Bidder/s failure to include the information in all copies.

10.10 DUE DILIGENCE

Bidder/s may supply Financial Information.

10.10.1 GENERAL VENDOR INFORMATION

The following general information is required from the prospective vendor:

10.10.2 NAME OF COMPANY/TRADING AS:

- Postal Address
- Street Address
- Telephone and facsimile numbers

10.10.3 COMPANY HEAD OFFICE:

- Postal Address
- Street Address
- Telephone and facsimile numbers
- Contact person
- List of Directors/Partners/affiliated companies with proof of shareholding with this companies/trust
- List of shareholders (**Certified** original copies of individual share certificates/**certified** original copies of Cipro registration document indicating members with percentage interest).
- Date of registration – [if applicable]
- Company registration number. – [if applicable]

10.10.4 Draw or attach the organizational structure of your company:

Ownership structure, i.e. the % shareholding by major investors and controlling interest in affiliated companies.

10.10.5 Basic functional structure, i.e. the administrative section of your company with which WRC will be dealing on a day-to-day basis.

10.10.6 Valid Tax Compliance as verified via Central Supplier Database Compliance History Report – **Compulsory to submit CSD Compliance History Report as obtainable from CSD website – www.csd.gov.za**

10.11 INFRASTRUCTURE

- Would you describe your business as international, national or regional?
- List all branches and offices of your company countrywide (Republic of South Africa) together with telephone numbers.

10.12 ACTIVITY AND SERVICE PROFILE

10.12.1 Detailed description of main field of expertise/area of operation of company.

10.12.2 Range of services offered.

10.12.3 Reference list of some contracts completed during the last 5 years, including value, duration, location and

contact persons.

10.12.4 List of current contracts and value thereof. Submit a list of current contracts, contact person and contract numbers. Has any contract with your company ever been cancelled by a client? If YES, provide details.

10.13 **TRAINING CAPABILITIES**

10.13.1 Does your company have any in-house training capabilities? (Infrastructure)

10.13.2 If YES, provide an overview of:

- Activities included in this process (in-house training).
- Method used for evaluating the effectiveness of the in-house training capabilities to ensure the required level of service is maintained.

10.13.3 What training is done by the company?

10.13.4 What type of training is done for you by other companies and who are these companies? (Provide details please)

10.13.5 What type of continuing/supplementary training is done by the company? Give details of subjects, schedules, etc.

10.13.6 Do you have staff in your training department employed on a contract basis? If YES, give details.

10.14 **MANAGEMENT AND SERVICING**

10.14.1 Please supply a full description of how the company is organized together with an organization organogram.

10.14.2 Please indicate a breakdown of staff compliment into management/ supervisors/ administration/ other services (specify).

10.14.3 Please provide details of qualifications and selection process with regards to management/supervisory expertise in the company.

10.14.4 Are all these personnel employed on a full-time basis? If not, provide details.

1. SPECIAL INSTRUCTIONS TO VENDORS

Scope of work shall form part of the contract.

Should a vendor have reasons to believe that the Technical Specification is not open and/or is written for a particular brand or product; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.

Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

2. BACKGROUND TO THE PROJECT

The Water Research Commission (WRC) is a national public entity (Schedule 3A) established in terms of the Water Research Act (Act No 34 of 1971). The organisation is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital which provides leadership and supports the research, development and innovation of water and sanitation solutions to the country.

Our vision:

To have highly informed water decision-making through science and technology at all levels, with all stakeholder groups, and innovative water and sanitation solutions through research, and development for South African, Africa and the world.

Our values:

- A culture of learning and sharing
- Innovation and creativity
- Integrity and Fairness
- A spirit of professionalism and service orientation
- Facilitating empowerment and social change
- Good governance

The primary role of the WRC’s Stakeholder and Communications Branch is to take water knowledge to the sector and the people. Its primary objective is to raise brand awareness and drive research knowledge and innovation uptake to improve the quality of life for all South Africans by enhancing climate resilience and adaptation and water security amongst its people, institutions and industry.

As part of the new WRC stakeholder centric strategy, the WRC seeks to empower communities and stakeholders driving active participation, contribution and leadership in water security and climate resilience and adaptation. The WRC seeks to increase its public relations in the country and wishes to promote smart innovation that solves critical water and sanitation challenges. It seeks to build a capacitated and inclusive society through innovation, knowledge and training.

Through this important work, the WRC hopes to position its brand as a national and global leader in generating and transferring context specific and relevant water and sanitation research and innovation to the country and internationally. Currently, the level of awareness of the WRC and its products and services to potential beneficiaries and the public is significantly low. The WRC needs to create awareness of its existence while building its brand and maintaining a constant brand presence. As an RDI institution the WRC is seeking service providers that are creative, innovative and agile.

The WRC target audience is:

- Government,
- Research institutions,
- Universities,
- Foundations
- Funders,
- Innovators,
- Entrepreneurs,
- Industry,
- Community based organizations.
- Youth, and
- the general public.

The purpose of this tender is to appoint a panel of service providers for the provision of PCO and related services aligned to the plan for a period of five (5) years from the date of commencement. The Terms of Reference (TOR) provide a Framework for bidders to enable them to formulate their proposal to the WRC.

3. PROJECT REQUIREMENTS

- The service providers will be required to provide the following services:
 - Professional Conference Organisation and Events management.
- Bidders must be able to provide fully integrated marketing communication and related services as per the services indicated under the scope of work.
- If there are services, as per the scope of work, that are currently outside the strengths and specialisations of the bidding service provider, detailed information of how the Integrated services/Joint services will be provided to meet the requirements of the WRC must be provided.
- Bidders may be required to provide media management, video production, and photography. Graphic design and animation creative services as well as marketing or promotional activation support may also be sought from time to time.
- The appointed service provider/s are required to have networks and capabilities to run events and activations in remote, urban and peri-urban areas.
- Bidders must be able to assess and manage risk per scope of work with end of project risk reviews to be undertaken to ensure lessons are taken and future projects improved. Bidders must be able to implement health and safety protocols for WRC events.

4. SCOPE OF WORK

The WRC is looking for panel of bidders who provide the entity with Professional Conference Organising Services. Bidders must be able to list produced services with each core service as part of providing samples.

4.1 Professional Conference / Event Services

- Advice on event conceptualization and design
- Event Management (design, planning, project execution and financial management)
- Event co-ordination (secretariat services, correspondence, venues, catering, entertainment, equipment hire)
- Event support (resources, creative design, technical support (technician and IT), technical production, registration support, site visit support)
- Service support (communication, media, production, PR, marketing & promotion)
- Delegate and Participant support (registration, Travel, accommodation, activity and S&T reimbursements)
- Event and Post event support (information packs, couriering, installing of exhibitions, breakdown and storage of exhibition material)

- Submission of event closeout reports (within 7 to 10 days)
- Rooming including, but not limited to, Minister's holding room, media briefing room, operations room, main plenary venue, breakaway rooms, entertainment and social function venues.
- Promotional materials (gifts for VIPs, speakers and delegates).
- Ensuring the procurement and approval of requisite certifications e.g., engineering certificates regarding the safety of structures such as tents and marquees are accordingly supported and issued by the relevant authority.

The types of events include:

- Corporate functions
- Conferences/Symposia
- Large scale national events (> 400 delegates)
- Medium scale events (100 to 400 delegates)
- Small community events (50 to 100 delegates)
- Strategic activation
- National roadshows
- EXPO's and exhibitions

These may be 1-to-4 day events support.

Additional integrated services may be required on a case by case basis

4.1.1 Marketing (Including branding and advertising)

- Brand analytics
- Social marketing
- Brand activations

4.1.2 Public Relations (PR) Services may include.

- Managing Media relations, briefings, interviews and news dissemination across all media
- Crisis and reputation management (PR) support
- Response Handling

4.1.3 WRC EXHIBITION STAND TYPES AND REQUIREMENTS

The WRC partakes in several exhibitions nationally throughout the year, and the requirement is for customized stand design, production and exhibition management of large and medium scale stands, and small-scale stands as follows:

- Spatial planning that includes, floor plans and exhibition layout
- Concept and development for custom WRC stand/s
- Design implementation, production and installation of exhibition stand/s including refurbishment when and where necessary.
- Sourcing and oversight of technical installations such as TV monitors, microphones, sound and interactive knowledge displays.
- Sourcing and oversight of all furniture and décor requirements for the stand as per the approved concept drawing/stand illustration
- Storage of the WRC stand for the duration of the contract including provision of insurance and refurbishment, when necessary, thereof.
- Disposal of the stand at the end of its shelf-life where the successful service provider is given first right of refusal.
- Acknowledgement that the stand remains the property of the WRC unless otherwise stated in writing.

In addition to the above, the WRC participates in approximately eight exhibitions across the country annually that are hosted by our partners or stakeholders in the water sector, and as such, take on the format of a standard shell scheme layout in which the WRC rents one 3x3 meter stand. Our challenge in these has historically been brand prominence, consistent application and better use of the exhibition space, as such we have started using standard WRC brand fabric frame banners which are clad onto the supplied 3x3 meter shell scheme.

The requirement therefore is that the production, transportation, set-up, breakdown, storage and maintenance of these WRC standard fabric frame banners that are clad to exhibition-owned 3x3 shell schemes be the responsibility of the exhibition stand provider for the duration of the contract period as protracted through the PCO.

For the purposes of this tender submission, small, medium and large-scale stands consist of the non-exhaustive list of technical specifications below:

Benchmark Technical Specifications for a 3x3 (small scale) stand:

Item	Description
Shell Scheme	3x3 meter Shell Scheme Stand
	Plugs x2
	DB board x1
	Facia with naming x1

Benchmark Technical Specifications for a 6x3 (medium scale) stand:

Item	Description
Custom Stand	6x3 Custom Stand
	Certifications (e.g. COC, JOC etc.)
	Plug points
	Lighting
	Digital monitors x 3
	Interactive TV screen
	Welcome desk x1
	Furniture
	Brochure display facility
	Props (e.g. pot plants)

Benchmark Technical Specifications for a 6x6 (large scale) stand:

Item	Description
Custom Stand	6x6 Custom Stand
	Certifications (e.g. COC, JOC etc.)
	Plug points
	Lighting
	Digital monitors x 6 (x3 on stand and x3 at registration desk area)
	Interactive TV screen
	Registration desk x1
	Furniture
	Brochure display facility
	Props (e.g. pot plants)
	Directional signage
	Stand activations

Benchmark Technical Specifications for a 3x3 stretch fabric banner stand:

Item	Description
Banner 3x3	25 mm fabric frame 2900mm x 2450 mm per banner
	Fabric prints [above hardware] 2900mm x 2450 mm Digital fabric print with silicone all round for above the frames
	Hooks for above the frames
Storage	Storage of new banners as well as pre-existing (current) banners when not in use for duration of contract

5. INTELLECTUAL PROPERTY

- All products (Audio-Visual, Print or Electronic and the content thereof) commissioned by the WRC shall be deemed to be the intellectual property of the WRC and its clients.
- All products and the content thereof shall remain the property of the WRC regardless of whether the agency responsible for the creation of such content is no longer on the panel of service providers
- Creators of the content (photographs, articles, video, graphic designs and radio programmes, and any other related content) may not use the content for their portfolios without authorization from WRC.
- The final products and all the content (audio-visual) used in the development of various marketing campaigns will be the property of the WRC.

6. INFORMATION SESSION

- The Briefing Session (optional). **Date: 05 March 2024, Time: 11:00**, Place: Virtual via MS Teams.
- Below is the link to join the meeting:
- https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzcwZGZiOWMtMDVhZi00NWQwLThtZDIhMmU0ZDJiYjEyMDkx%40thread.v2/0?context=%7b%22id%22%3a%22ce9c6c4f-b364-4a55-96e2-425af8cd5236%22%2c%22oid%22%3a%22691c002c-aa9d-468e-9ace-c4e3ebbeb51a%22%7d
- If successful in your bid, you will be required to attend an introductory induction session aligning service providers with WRC policies, processes and expectations.
- WRC reserves the right to audit the service provider at any given time throughout the duration of the contract.

7. PERIOD / DURATION OF PROJECT / ASSIGNMENT

The term of the agreement will be for a period of five (5) years.

8. THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER - B-BBEE STATUS LEVEL OF CONTRIBUTOR

80/20 points system shall be applied for this project in line with applied Preferential Procurement Regulations 2022.

9. EVALUATION CRITERIA

The bid will be evaluated in accordance with the PPPFMA as follows:

- **Phase 1: Screening of minimum requirement Criteria** - Only bidders that have complied with the minimum screening requirements may be eligible for further evaluation.
- **Phase 2: Technical / Functionality Evaluation** – Minimum threshold to qualify to the next phase of evaluation is 70%, which is presentation, service provider needs to achieve a minimum of the listed evaluation criteria.
- **Phase 3: Presentation** – Minimum threshold to qualify under this phase of evaluation is 70%, service provider needs to achieve a minimum of the listed evaluation criteria.
- **Phase 4: Commercial** - Price on 80 and BBBEE on 20.
- **Phase 5: Due Diligence** – The WRC reserves the rights to conduct a due diligence exercise on the bidders who will be forming the panel that scored highest points in commercial evaluation.

8.1 PHASE ONE (1) : SCREENING OF MINIMUM REQUIREMENT CRITERIA

*In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements WILL be eliminated and bidders who comply with the below will progress to the next phase of technical evaluation.*

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be binded and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract
- Service providers must be registered on CSD prior to submission of the tender document to the WRC. Submission of Central Supplier Database (CSD) Compliance History Report to confirm compliance.

NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.

8.2 PHASE TWO (2): FUNCTIONALITY EVALUATION

NB: Qualification Threshold – Bidders must achieve 70% per the criteria below to be considered for the next phase of the evaluation. Bidders who fail to comply with the set minimum threshold of 70% per the below requirements **WILL** be eliminated and bidders who comply with the below will progress to the next stage of evaluation.

PHASE 2 : FUNCTIONALITY RESPONSIVENESS CRITERIA APPLICABLE

FUNCTIONALITY	REQUIREMENT	SCORE
1. Credentials and related experience (Areas of specialisation could be in regard to an individual within a company or through sub-contracted agreements)	Complete and submit Table 1 and 2 (Schedule of service strengths and work experience) demonstrating areas of specialisation including: 1. Full PCO services 2. Events management Scoring Criteria: • Total experience equals more than 5 years' relevant experience in end to end PCO and events support = 5 points • Total experience equals 4 years' relevant experience in end to end PCO and events support = 4 points • Total experience equals 3 years' relevant experience in end to end PCO and events support = 3 points • Total experience equals 2 years relevant experience in end to end PCO and events support = 2 points • Total experience equals 1 years' relevant experience in end to end PCO and events support = 1 point • Non-Responsive/No experience/ < 1 year experience and experience does not cover 2 or more the above-mentioned areas of specialisation = 0 points	25

	Refer to Table 1 and 2 below to complete schedule of service strengths and experience. (Bidders who fail to complete the Table 1 and Table 2 will be considered non-responsive)	
	Bidders shall submit reference letters attesting to the fact that the bidder has performed these PCO /events management specialization services for clients during the previous three to five years. (Provide signed reference letters by the relevant authorised person from previous clients on the company letterhead, indicating the duration and timelines of the work done in area of specialisation. Examples of easily verifiable events would be advantageous) i.e. 1. PCO services 2. Events management Scoring Criteria: • Five letters and more detailed as per criteria = 5 points • Four letters detailed as per criteria = 4 points • Three letters detailed as per criteria = 3 points • Two letters detailed as per criteria = 2 points • One letter detailed as per criteria = 1 point • No letters detailed as per criteria = 0 points	15
2. Detailed CV of Account Lead	Provide a detailed CV for the Account Lead that will be responsible for the WRC account. Relevant experience will be counted for work done in the required area of specialization (PCO services) and work experience in the areas of public relations, communications and marketing dealing with large events. Please ensure that the CV provided properly demonstrates the number of years' experience in the required area of specialisation. Scoring Criteria: • Six (6) and above years' experience as an Account Lead in the areas of specialisation = 5 points • Five (5) years' experience as an Account Lead in the area of specialisation = 4 points • Four (4) years' experience as an Account Lead in 1 the area of specialisation = 3 points • Three (3) years' experience as an Account Lead in the area of specialisation = 2 points • Two (2) years' experience as an Account Lead in the area of specialisation = 1 point • One or no experience in the area of specialization or no CV submitted = 0 points	15
3. Team Members Experience and detailed CVs & qualifications of team members	The service provider and its business partnerships must at least have two (2) key team member with four to five (4-5) years' experience and qualifications related to the area of specialisation as referred to in this RFP i.e.: 1. PCO services 2. Events management Scoring Criteria: • Team members with five years or more experience in the area of specialisation referred to above and an Honours degree or higher qualification related to the specialisation = 5 points	15

	- Team members with four or more years' experience in the areas of specialisation referred to above and a Bachelor degree or higher qualification related to the area of specialisation = 4 points - Team members with 3 years' experience in the area of specialisation referred to above and a diploma or higher qualification related to the area of specialisation = 3 points - Team members with 2 years' experience in the area of specialisation referred to above and a Higher Certificate or higher qualification related to the specialisation = 2 points - Team member with 1 years' experience in the area of specialisation referred to above = 1 point - No experience in the area of specialisation referred to above/ no CV /team information submitted = 0 points	
4. Strategic Approach	The bidder must provide a detailed proposal, which illustrates the management approach, processes and methodology that the agency uses in managing conferences or events as stipulated in this RFP including the area of specialization and the scope of work. It should cover the following elements: - Team composition and management - Project conceptualization, design and planning - Execution - Creativity and innovation used in services provided - Financial Management of projects - Risk management of projects and health and safety - Creativity and Problem solving - Metrics of success <i>Where the service provider uses partnerships or sub-contracting, the proposal must state the nature and length of the partnership/contracts and how the services are integrated as part of the scope of work that may be requested from the WRC.</i> Scoring Criteria: - Approach covers end to end PCO services and creative, innovative, well-articulated on all elements listed above and its provision of integrated services = 5 Points - Approach covers end to end PCO services, is creative and adequately articulated on all elements = 4 Points - Approach covers end to end PCO services, is creative and adequately articulated on 6 of the 8 elements = 3 points - Approach covers end to end PCO services, and adequately articulated on 5 of the 8 elements = 2 Points - Approach covers some of the PCO services, and adequately articulated on 4 of the elements = 1 Points - Non-submission or Approach covers 0 of the elements for this area of specialisation = 0 points	30
	TOTAL	100
	Minimum threshold	70%

Minimum Qualification Threshold: Service providers are expected to meet a minimum 70% threshold on the above technical requirements. Only top service provider/s who met the set minimum threshold on the technical evaluation phase will be shortlisted for presentation. Very important, the WRC reserves the right to limit the number of the service providers to be invited for presentation, where the shortlist shall start from a supplier who obtained the highest total points on technical evaluation.

Table 1 (Schedule of Specialization services bidding for and approach)

Service strengths	PCO Services	Comments Write any comments the evaluation team should consider
Full PCO Service / Specialisation can be provided.	Yes or no	
Events Management (not typical technical conferences – summits, expo etc).	Yes or no	
If you are outsourcing a specialization (e.g. production, advertising marketing, communications etc), please list which ones are outsourced to provide integrated services.		
Describe the approach typically used for outsourcing and providing integrated services) e.g. partnerships or sub-contracting of specialists).		

Table 2 (Schedule of work experience)

Company experience							
Please fill in details of previous similar projects done within the previous 5 years							
Client Name	Client Contact Person	Client Email	Client Phone Number	Description of work conducted. Indicate area(s) of specialization of PCO services or events management with integrated services in the following areas: • Marketing (Including branding and advertising, digital marketing) • Development of promotional material • Public Relations (PR) Services • Communication Services • Media planning and buying	Start Date	End Date	Total Duration in years

8.3 PHASE 3: PRESENTATION

The WRC reserves the right to request a virtual or in person presentation on your proposal. The WRC reserves the right to conduct or not conduct this phase.

8.3.1. Presentation

The shortlisted Bidders who submit Bids in response to this RFP may be required to give an oral presentation. This provides an opportunity for the bidders to clarify or elaborate on the proposal and for the WRC Communications and Promotions team to meet the Project Team or Project Managers. This is a fact finding and explanation session only and does not include negotiation. WRC shall schedule the time and location of these presentations. If the bidders are requested to present, then the evaluation will be defined as follows:

Your presentation must incorporate the key elements of your proposal. The team assessing the presentation will look for the following components to score your presentation against (total 100 points).

- Team composition and management (10)
- Project conceptualization, design and planning (20)
- Execution (20)
- Creativity and innovation used in services provided (10)
- Financial Management of projects (10)
- Risk management of projects (10)
- Creativity and Problem solving (10)
- Metrics of success (10)

WRC evaluators will be looking for the ability to respond to challenging situations, risk and a display of your resourcefulness and ability to deliver on outcomes.

Presentation scoring will be on the sliding scale as per the below table:

SCORE	DESCRIPTION
1	Poor
2	Average
3	Good
4	Very Good
5	Excellent

Minimum Qualification Threshold: Service providers are expected to meet a minimum 70% threshold on the above presentation requirements. Only service providers who met the set minimum threshold on the presentation evaluation phase will form the panel of service providers categorised in line with bidders confirmed Specialization services as indicated under Table 1, page 28.

8.3.2. Guidance of preparing the proposal as well as for presentation

8.3.2.1 Proposal submission

Proposal must illustrate the management approach, processes and methodology that the agency uses in developing and implementing PCO and events services as stipulated in this RFP and the scope of work and including the following:

1. Marketing (Including branding, digital channels and advertising),
2. Support and Development of promotional material
3. Public Relations (PR) Services
4. Communication Services

5. Media planning and buying.

You may use the following case study to elevate your presentation /proposal

Case study : 3 day Water Security and Climate Change Summit

Plan and execute a strategic 3-day event: The WRC wishes to complete a strategic event where the theme is Water Security and Climate change. Its wishes to engage with academics, community-based organizations, citizen rights groups, government departments, traditional and leaders and businesses to share information and engage in dialogues on:

1. Water scarcity and climate change
2. Ownership of infrastructure and technologies
3. Vandalism and theft
4. Resource efficiency and the circular economy
5. Hygiene and public health
6. Payment for services

Describe how you would go about providing end to end services related to the event. Your proposals should also describe how you manage roles and responsibilities effectively between your company and the WRC. If certain aspects of your service is subcontracted, then describe how these are managed.

Where the service provider uses joint ventures or sub-contracting, the proposal must state the nature and length of the agreement and how the services are integrated as part of the scope of work and how quality of work and delivery is managed to ensure successful project completion.

Service providers are expected to meet a minimum of 70% on above presentation to proceed to pricing and BEE evaluations.

1.1 Commercial Evaluation

The bidder must provide a rate card as part of their submission. This rate card must reflect the following:

- Service providers should note the WRC proposed annual management fee for the full five (5) year contractual period.
- A schedule of professional fees to be charged for all levels of the different resources that will be allocated to the WRC account for the full five (5) year contractual period.

8.4 PHASE 4: FORMATION OF A PANEL

All bidders who met the set minimum threshold under presentation will quality to be part of the panel.

1.2 PRICING TABLE

The Management Fee rate over five years

The bidders who would be appointed into the panel shall apply the following Management Fee per the table below, which indicates the Management Fee per annum over the five (5) year contractual period:

Applicable Management Fee over the duration of the contract		Applicable %
Total Project Costs	Below R250 000 (Excluding Management Fee)	13%
Total Project Costs	Between R250 001 – R500 000 (Excluding Management Fee)	11%
Total Project Costs	R500 001 to R1 million (Excluding Management Fee)	10%
Total Project Costs	Above R1 million (Excluding Management Fee)	9%

Very Important: All service providers who would have met the set minimum threshold from the technical and presentation phase shall form a panel, and above will be the applicable Management fee to all service providers who are in the panel.

Disqualification: Any bidder who quote for a management fee percentage more than the proposed per the above table shall be eliminated.

NOTE: WRC will brief and negotiate the method of payment according to the type of event and requirements of the event as per the pricing table before any event can take place. The WRC Standard payment terms are 30 days in terms of PFMA.

Management Fee: This refers to a fixed rate (% of the total project costs) charged by the company for all services rendered per each project as per the brief provided by the WRC.

The management fee rate should be fixed for the entire duration of the project (5 years).

NOTE: WRC will brief and negotiate the method of payment according to the type of event and requirements of the event as per the pricing table before any event can take place. The WRC Standard payment terms are 30 days in terms of PFMA.

The management fee should be charged as follows:

- The service provider should claim for the total costs incurred for the entire event / project, excluding the management fee. This should be at no VAT charged.
- The management fee (%) should be charged on the amount incurred for the event / project, and add the VAT on the charged management fee, if VAT vendor.
- E.g.: How to calculate the total invoice amount considering the VAT:

Direct costs incurred for the event / Project	Costs incurred by the supplier for the event / project: E.g.: R150 000.00 (All inclusive)		Amount to be claimed from the WRC: R150 000.00 No VAT should be charged
Management fee	Management Fee: E.g.: 10% of the R150 000 = R15 000	Addition of the VAT on management fee: R15 000.00 + 15% VAT	Total management fee to be claimed by the service provider: R17 250.00 (amount inclusive of 15% VAT, if VAT vendor)
Total amount the service provider should claim from the WRC for the event / project:			R167 250.00 (R150 000 + R17 250)

This bid will be evaluated on 80/20 preferential points.

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBBEE	20/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		16
Level 4		12
Level 5		8
Level 6		6
Level 7		4

Level 8	2
Non- compliant Contributor	0

8.5 PHASE 4: FORMATION OF A PANEL

All bidders who met the set minimum threshold under presentation will quality to be part of the panel.

8.5.1 How service providers in the panel will be utilised during the period of the contract (Operating Procedure)

- Rotational Basis - The appointed service providers shall be used on rotational basis applying the approved set management fee or mark-up fee percentage (where applicable) within their specialization category, each time the WRC need to procure goods/services (e.g., media buying) as covered in this scope of work of this specification. The markup percentage is the difference between the selling price of a good or service and its cost, expressed as a percentage above the cost, which is the profit to the seller.
- Competitive Process – This approach shall be applied where the nature of goods/services required is not possible to apply the rotational basis due to the nature of the goods/services required. This approach will be applied at the WRC discretion. Meaning, service providers in their Specialised services category (e.g., media buying) shall be invited to submit price quotation/proposal per request (on a project-by-project basis). Received price quotation will be verified for compliance to the issued scope of work/requirements and the total price and specific goal points calculation, and the service provider who fully complied with the issued requirements and obtained the highest points on price and specific goal (i.e., use of BEE certificate or sworn affidavit) as compared to others will be appointed for the request in question.

8.6 PHASE 5: DUE DILIGENCE

The WRC reserves the rights to conduct or not conduct a due diligence exercise on the bidders who will be forming the panel. WRC reserves the right to perform the due diligence exercise by verifying the information provided in the proposal submitted and seeking clarity with the bidder where necessary and reference check to ascertain that the recommended bidder has the capability to execute the project.

10. CONTRACT PERFORMANCE.

To improve project management and service providers' performance, the WRC will conduct a post-event analysis and review of the work performance of service providers to identify areas for improvement, aimed to ensure optimal outcomes. WRC reserves the right to remove a supplier form the appointed panel or to stop utilise service providers who fail to perform at optimal level after being afforded the opportunity to remedy poor performance or inability to render quality service.

ANNEXURE A: VERIFICATION OF SUPPLIER'S TAX COMPLIANCE STATUS

Attach a valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling.

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 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:

.....
.....

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.

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 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

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.

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.

(b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

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

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

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in
WRC004-2023/24 PROVISION OF PROFESSIONAL CONFERENCE ORGANISERS (PCO), AND 36
RELATED EVENTS SERVICES FOR A PERIOD OF FIVE (5) YEARS

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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

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 - B-BBEE Status Level Of Contributor	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)
B-BBEE Level	20 Points	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

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:	
	
	
	

ANNEXURE D: SUBMISSION OF THE ORIGINAL OR CERTIFIED COPY OF B-BBEE CERTIFICATE OR ORIGINAL SWORN AFFIDAVIT CERTIFICATE IN CASE OF EME OR QSE

FUNCTIONALITY	REQUIREMENT	SCORE
5. Credentials and related experience (Areas of specialisation could be in regard to an individual within a company or through sub-contracted agreements)	Complete and submit Table 1 and 2 (Schedule of service strengths and work experience) demonstrating areas of specialisation including: - Full PCO services - Events management Scoring Criteria: - Total experience equals more than 5 years' relevant experience in end to end PCO and events support = 5 points - Total experience equals 4 years' relevant experience in end to end PCO and events support = 4 points - Total experience equals 3 years' relevant experience in end to end PCO and events support = 3 points - Total experience equals 2 years relevant experience in end to end PCO and events support = 2 points - Total experience equals 1 years' relevant experience in end to end PCO and events support = 1 point - Non-Responsive/No experience/ < 1 year experience and experience does not cover 2 or more the above-mentioned areas of specialisation = 0 points Refer to Table 1 and 2 below to complete schedule of service strengths and experience. (Bidders who fail to complete the Table 1 and Table 2 will be considered non-responsive)	25
	Bidders shall submit reference letters attesting to the fact that the bidder has performed these PCO /events management specialization services for clients during the previous three to five years. (Provide signed reference letters by the relevant authorised person from previous clients on the company letterhead, indicating the duration and timelines of the work done in area of specialisation. Examples of easily verifiable events would be advantageous) i.e. - PCO services - Events management Scoring Criteria: - Five letters and more detailed as per criteria = 5 points - Four letters detailed as per criteria = 4 points - Three letters detailed as per criteria = 3 points - Two letters detailed as per criteria = 2 points - One letter detailed as per criteria = 1 point - No letters detailed as per criteria = 0 points	15
6. Detailed CV of Account Lead	Provide a detailed CV for the Account Lead that will be responsible for the WRC account. Relevant experience will be counted for work done in the required area of specialization (PCO services) and work experience in the areas of public relations, communications and marketing dealing with large events.	15

	Please ensure that the CV provided properly demonstrates the number of years' experience in the required area of specialisation. Scoring Criteria: • Six (6) and above years' experience as an Account Lead in the areas of specialisation = 5 points • Five (5) years' experience as an Account Lead in the area of specialisation = 4 points • Four (4) years' experience as an Account Lead in 1 the area of specialisation = 3 points • Three (3) years' experience as an Account Lead in the area of specialisation = 2 points • Two (2) years' experience as an Account Lead in the area of specialisation = 1 point • One or no experience in the area of specialization or no CV submitted = 0 points	
7. Team Members Experience and detailed CVs & qualifications of team members	The service provider and its business partnerships must at least have two (2) key team member with four to five (4-5) years' experience and qualifications related to the area of specialisation as referred to in this RFP i.e.: 3. PCO services 4. Events management Scoring Criteria: • Team members with five years or more experience in the area of specialisation referred to above and an Honours degree or higher qualification related to the specialisation = 5 points • Team members with four or more years' experience in the areas of specialisation referred to above and a Bachelor degree or higher qualification related to the area of specialisation = 4 points • Team members with 3 years' experience in the area of specialisation referred to above and a diploma or higher qualification related to the area of specialisation = 3 points • Team members with 2 years' experience in the area of specialisation referred to above and a Higher Certificate or higher qualification related to the specialisation = 2 points • Team member with 1 years' experience in the area of specialisation referred to above = 1 point • No experience in the area of specialisation referred to above/ no CV /team information submitted = 0 points	15
8. Strategic Approach	The bidder must provide a detailed proposal, which illustrates the management approach, processes and methodology that the agency uses in managing conferences or events as stipulated in this RFP including the area of specialization and the scope of work. It should cover the following elements: • Team composition and management • Project conceptualization, design and planning • Execution • Creativity and innovation used in services provided • Financial Management of projects • Risk management of projects and health and safety • Creativity and Problem solving	30

	- Metrics of success <i>Where the service provider uses partnerships or sub-contracting, the proposal must state the nature and length of the partnership/contracts and how the services are integrated as part of the scope of work that may be requested from the WRC.</i> Scoring Criteria: - Approach covers end to end PCO services and creative, innovative, well-articulated on all elements listed above and its provision of integrated services = 5 Points - Approach covers end to end PCO services, is creative and adequately articulated on all elements = 4 Points - Approach covers end to end PCO services, is creative and adequately articulated on 6 of the 8 elements = 3 points - Approach covers end to end PCO services, and adequately articulated on 5 of the 8 elements = 2 Points - Approach covers some of the PCO services, and adequately articulated on 4 of the elements = 1 Points - Non-submission or Approach covers 0 of the elements for this area of specialisation = 0 points	
	TOTAL	100
	Minimum threshold	70%

ANNEX F: CREDENTIALS AND RELATED EXPERIENCE (AREAS OF SPECIALIZATION COULD BE IN REGARD TO AN INDIVIDUAL WITHIN A COMPANY OR THE COMPANY OR THROUGH SUB-CONTRACTED AGREEMENTS). REFER TO PAGE 23 UNDER TECHNICAL/FUNCTIONAL EVALUATION PHASE, PHASE 2.

FUNCTIONALITY	REQUIREMENT	SCORE
Credentials and related experience (Areas of specialisation could be in regard to an individual within a company or through sub-contracted agreements)	Complete and submit Table 1 and 2 (Schedule of service strengths and work experience) demonstrating areas of specialisation including: 5. Full PCO services 6. Events management Scoring Criteria: • Total experience equals more than 5 years’ relevant experience in end to end PCO and events support = 5 points • Total experience equals 4 years’ relevant experience in end to end PCO and events support = 4 points • Total experience equals 3 years’ relevant experience in end to end PCO and events support = 3 points • Total experience equals 2 years relevant experience in end to end PCO and events support = 2 points • Total experience equals 1 years’ relevant experience in end to end PCO and events support = 1 point • Non-Responsive/No experience/ < 1 year experience and experience does not cover 2 or more the above-mentioned areas of specialisation = 0 points Refer to Table 1 and 2 below to complete schedule of service strengths and experience. (Bidders who fail to complete the Table 1 and Table 2 will be considered non-responsive)	25
	Bidders shall submit reference letters attesting to the fact that the bidder has performed these PCO /events management specialization services for clients during the previous three to five years. (Provide signed reference letters by the relevant authorised person from previous clients on the company letterhead, indicating the duration and timelines of the work done in area of specialisation. Examples of easily verifiable events would be advantageous) i.e. 5. PCO services 6. Events management Scoring Criteria: • Five letters and more detailed as per criteria = 5 points • Four letters detailed as per criteria = 4 points • Three letters detailed as per criteria = 3 points • Two letters detailed as per criteria = 2 points • One letter detailed as per criteria = 1 point • No letters detailed as per criteria = 0 points	15

FUNCTIONALITY	REQUIREMENT	SCORE
Detailed CV of Account Lead	Provide a detailed CV for the Account Lead that will be responsible for the WRC account. Relevant experience will be counted for work done in the required area of specialization (PCO services) and work experience in the areas of public relations, communications and marketing dealing with large events. Please ensure that the CV provided properly demonstrates the number of years' experience in the required area of specialisation. Scoring Criteria: • Six (6) and above years' experience as an Account Lead in the areas of specialisation = 5 points • Five (5) years' experience as an Account Lead in the area of specialisation = 4 points • Four (4) years' experience as an Account Lead in 1 the area of specialisation = 3 points • Three (3) years' experience as an Account Lead in the area of specialisation = 2 points • Two (2) years' experience as an Account Lead in the area of specialisation = 1 point • One or no experience in the area of specialization or no CV submitted = 0 points	15

FUNCTIONALITY	REQUIREMENT	SCORE
9. Team Members Experience and detailed CVs & qualifications of team members	The service provider and its business partnerships must at least have two (2) key team member with four to five (4-5) years' experience and qualifications related to the area of specialisation as referred to in this RFP i.e.: 5. PCO services 6. Events management Scoring Criteria: • Team members with five years or more experience in the area of specialisation referred to above and an Honours degree or higher qualification related to the specialisation = 5 points • Team members with four or more years' experience in the areas of specialisation referred to above and a Bachelor degree or higher qualification related to the area of specialisation = 4 points • Team members with 3 years' experience in the area of specialisation referred to above and a diploma or higher qualification related to the area of specialisation = 3 points • Team members with 2 years' experience in the area of specialisation referred to above and a Higher Certificate or higher qualification related to the specialisation = 2 points • Team member with 1 years' experience in the area of specialisation referred to above = 1 point • No experience in the area of specialisation referred to above/ no CV /team information submitted = 0 points	15

FUNCTIONALITY	REQUIREMENT	SCORE
10. Strategic Approach	The bidder must provide a detailed proposal, which illustrates the management approach, processes and methodology that the agency uses in managing conferences or events as stipulated in this RFP including the area of specialization and the scope of work. It should cover the following elements: • Team composition and management • Project conceptualization, design and planning • Execution • Creativity and innovation used in services provided • Financial Management of projects • Risk management of projects and health and safety • Creativity and Problem solving • Metrics of success <i>Where the service provider uses partnerships or sub-contracting, the proposal must state the nature and length of the partnership/contracts and how the services are integrated as part of the scope of work that may be requested from the WRC.</i> Scoring Criteria: • Approach covers end to end PCO services and creative, innovative, well-articulated on all elements listed above and its provision of integrated services = 5 Points • Approach covers end to end PCO services, is creative and adequately articulated on all elements = 4 Points • Approach covers end to end PCO services, is creative and adequately articulated on 6 of the 8 elements = 3 points • Approach covers end to end PCO services, and adequately articulated on 5 of the 8 elements = 2 Points • Approach covers some of the PCO services, and adequately articulated on 4 of the elements = 1 Points • Non-submission or Approach covers 0 of the elements for this area of specialisation = 0 points	30

ANNEX K: RECORD OF ADDENDA

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his representative before the closing date for submission of this tender offer have been taken into account in this tender offer.

ADDENDUM No	DATE RECEIVED	TITLE OR DETAILS

SIGNATURE: DATE:
(of person authorized to sign on behalf of the Tenderer)

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

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

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

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

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract Documents and ; inspection

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf, of the purchaser in connection therewith, to any person other

than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance

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

6. Patent rights

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

7. Performance

Security

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

8. Inspections, tests and analyses

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

- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk.

Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts	14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC. 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty. 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser. 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
16. Payment	16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC. 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
17. Prices	17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
18. Contract amendments	18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment	19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this 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 subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
	21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause without the application of penalties.
	21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties	22.1	Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default	23.1	The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part: (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

	23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
	23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
	23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
	23.5	Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
	23.6	If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: (i) the name and address of the supplier and / or person restricted by the purchaser; (ii) the date of commencement of the restriction (iii) the period of restriction; and (iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
	23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
24. Anti-dumping and countervailing duties and rights	24.1	When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
25. Force Majeure	25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent

that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- | | | |
|--|------|--|
| | 25.2 | If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event. |
| 26.1 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 accrued thereafter to the purchaser. |
| 27. Settlement of Disputes | 27.1 | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. |
| | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. |
| | 27.3 | Should it not be possible to settle a dispute by means of mediation; it may be settled in a South African court of law. |
| | 27.4 | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. |
| | 27.5 | Notwithstanding any reference to mediation and/or court proceedings herein,
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier. |
| 28. Limitation of liability | 28.1 | Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 | The contract shall be written in English. All correspondence and other document 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).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.