SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006

RFQ	**RFQ/RAD/2026/10254211/55**
RFQ ISSUE `DATE	**05 NOVEMBER 2026**
RFQ DESCRIPTION	**APPOINTMENT OF A COMPETENT EVENT MANAGEMENT COMPANY TO PLAN, ORGANIZE AND EXECUTE THOBELA FM GOSPEL FESTIVAL TO BE HELD AT POLOKWANE CRICKET CLUB.**
OPTIONAL BRIEFING SESSION	**NOT APPLICABLE**
CLOSING DATE & TIME	**16 NOVEMBER 2026 @ 12:00 (NOON)**

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Mthwakazi Mahlasela via email: Tenderqueries@sabc.co.za**

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO.: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:

   ➢ **RFQ Number and bidders' name.**

5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
   - Receipt of incomplete bid
   - File size
   - Delay in transmission receipt of the bid
   - Failure of the Bidder to properly identify the bid
   - Illegibility of the bid; or
   - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT WETRANSFER LINKS AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN.

1. REQUIRED DOCUMENTS

1.1 Submit proof of Central Supplier Database (CSD) registration

1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.

1.3 (Verification will also be done by the SABC internally).

1.4 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters

1.5 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)

1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.

1.7 Certified copy of Shareholders' certificates.

1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX MATTERS ARE NOT IN ORDER.
NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TV LICENCE STATEMENT ACCOUNT IS NOT VALID.
NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTRED ON THE CSD.

2. BACKGROUND

South African Broadcasting Corporation Limited (SABC) requires a reputable service provider (Event Management Company) to plan, organize and execute Thobela FM Gospel Festival provisionally set to be held on the **05TH of December 2026 at Polokwane Cricket Club**.

The SABC reserves the right to change the date of the event to a later date if circumstances change.

Bidders do not need to book the venue as this has already been done by the radio station.

3. REQUIREMENTS AND SCOPE OF SERVICES

3.1 Artist Management

The station requests an artist management company to contract, pay below artists and be responsible for all logistics including hospitality rider, technical rider and accommodation to perform for Thobela FM Gospel Festival.

3.2 Artist Accommodation

Provide and manage accommodation for all contracted performing artists in accordance with the approved artist list and agreed hospitality requirements. Accommodation logistics must include room allocations, check-in/check-out coordination and liaison with artists and/or artist representatives.

3.3 Event Signage

Provide comprehensive event signage covering all key areas and functions of the event, including general and VIP toilets, accessible toilets, JOC, all entrances and access points, parking areas, VIP and artist marquees, backstage and artist areas, stage and technical areas, catering areas, accreditation points, emergency and fire points, exits and emergency exits, pedestrian routes, crowd-control routes, and any other designated event areas. Signage must be clear, visible, weather-resistant where required, and positioned appropriately to guide guests, artists, crew, service providers and emergency personnel throughout the venue.

3.4 Event Management

Provide end-to-end event management and coordination for Thobela FM Gospel Festival, including planning, supplier and stakeholder coordination, build-up, event-day management and breakdown.

Breakdown:

Line Up artist

National, and regional line-up artist. 40% national, 60% regional and line up to be approved by Thobela FM. Accommodation 30 rooms @ a 4-star guest house/hotel.

Probable Names of Artists

- Terry Vox
- Shibu Molomo
- Peter Mabula
- Dr Winnie Mashaba
- Rofhiwa Manyaga
- Lebo Sekgobela

- Thinah Zungu
- Ayanda Ntanzi
- Benjamin Dube
- Spirit of Praise Collective
- Ntokozo Mbambo
- Dr Tumi
- Bafana ba Mokhukhu
- Rebecca Malope

Any other artists that the events company may suggest with the approval of the radio station.

Technical specs 14m x 12m stage

Sound

Main rig:

- 24 x large format line array 12 per side 3-way system d&b/eaw/l'acoustic
- 24 x dual 18 or 21 sub woofers
- 20 x medium format line array
- Cabling
- Multi track recording
- Amplification
- Monitors:
- 16 x 15' stage monitors
- Amplification
- Processing:
- System processing
- Lake processing

Technical:

- 2 x sound craft vi 3000 digital descs
- With all inboard and outboard gear
- 3 x dj equipment sets
- Talkback system
- Dj riser with led
- Sound system on stage/stage fill
- Front fill system
- Microphones (3 +)
- 10 x shure ulxd microphones

- 6 x iem shure of shennheizer
- Backline microphones for 9-piece band
- All receivers and belt packs
- Finns

Stands:

As required by riders

Backline:

- 5 x piece yamaha/dw drum kit with stands and cymbols
- 2 x fender de ville guitar amp
- 1x bass amp mark bass and head or similar
- 12 x bss di boxes
- 4 x keyboards- rider quality/ roland rd 700/motif xs7/8- nord
- Jack to jack cables
- Drum riser on wheels
- Keyboard and perc risers

Lights:

- 24 x robe wash lights 600/800
- 24 x points or sharpies beams
- 12 x bmfl's
- 12 x fresnels
- 2 x bmfl followspots
- 24 batton lights
- 2 X HAZERS
- 2 x fan's
- Trussing totem plates
- 4 x trussing arms – centre stage background
- X grand ma lighting console

Event lights:

- 4 x event lights for general venue illumination. The venue is dark; lighting must provide adequate illumination for public movement, operational areas and safety throughout the event tower lights.

Power:

- 400-amp main distro box
- 250-amp main distro box
- 6 x 63-amp distros
- 16 x 32-amp distros
- 2 x generators to power stage and the marquees (VIP, JOC, artist)

Cabling

- 2 x 50m cable kit 5-way power lock
- 16 x 32-amp 3 phase cables
- 8 x 63-amp 3 phase cable 10 and 20m
- 70 m cable protection track

Staging:

- 14m x 12m scaffolding stage with trussing roof
- 1,2/1,5m high floor
- Stage needs 30 000 litres of water

Draping

Tarps

- 2 x 5m x 2,5m x 10,5m high speaker wings
- 2 x sets of stairs

Bracing

- 8 x 1ton water tanks
- Wheelchair ramp
- 40m gorilla crowd barriers front of stage
- 400m crowd fencing

Front of house: structure:

- 5m x 5m x 300mm high with roof

Steps

- Follow spot tower 7,5m high

Av

- 3 x 6m x 4m led p6 outdoor screens
- 120 x panels led on stage various designs
- 2 x screen towers
- 2 x cameras HD
- Recording facilities
- Camera men
- Green hippo or watchout system to run graphics
- Laptops

Rigging:

- 12 x 1-ton motors
- 16 x ½ ton motors
- Rigging gear
- Shackles
- Safety gear
- Certification:

- Structural certificates of compliance
- COC - certificate of compliance

Transport:

- Suitable transport to ensure successful delivery

Crew:

- Technical crew and riggers
- 2 x sound engineers
- 2 x monitor engineers
- 2 x Av engineers
- 2 x lighting engineers
- S&T & accommodation for crew
- Production audio visuals 6 x3 p3 91 indoor led screens recording post-production packaging

Lighting

- 4 x self-powering event lights and a generator tower

3.5 Catering spec - artists, VIP, crew, JOC & task team

Date: **05 December 2026**

Venue: Polokwane Cricket Club

Catering must cater for: Artists, VIP, Crew, JOC and Task Team.

Lunch Pack: 100 people (13h00 – 14h00)

- Sandwich and assorted juice

Light Dinner: 450 people (16h00 – 17h00) (250 VVIP AND 200 SOLD VIP)

- Finger food / Sweet and savoury (Harvest table)
- Assorted soft drinks including 100% juice and water

Main Meal: 900 people (20h00 -21h00) (300 VVIP, 200 SOLD VIP, 250 artists and nominees, 150 task team and JOC)

- Pap/Rolls
- 3 salads – Chakalaka, Potato Salad, Hot Salsa
- Wors/chicken/beef, Fish and Beef
- Assorted soft drinks including 100% juice and water

Late meal: 300 people (01h00 – 02h00)

- Wors Roll and Chips
- Assorted soft drinks including 100% juice and water

3.6 Toilets Specs

- General Toilets: 40 non-flush toilets including urinals, with cleaning/servicing personnel and maintenance for the duration of the event.

- VIP Toilets: 20 VIP toilets with janitors/attendants and maintenance throughout the event and through the night.
- Accessible Toilets: 3 toilets for people living with disabilities.

3.7 Ems Specs

- 3 x EMS service (ambulances) with qualified personnel to cater for a crowd of +- 10 000. The personnel should have updated ILS, BLS, ALS qualifications

3.8 Accreditation Specs

Accreditation & Ticketing Thobela FM Gospel Festival 2026

- Quote details: Provision of Accreditation & Ticketing for Thobela FM Gospel Festival 2026
- Venue: Polokwane Cricket Club
- Event Date: 05 December 2026 – 06 December 2026
- Time: 10h00 Until 06h00 the following morning
- Branded fabric Smart wristbands for access control for the event, the system should be able to count patrons at the venue and to counter all fake tickets
- Branded fabric Smart wristbands for access control for the event as per below request to 8 different categories
- VVIP guest's X 300
- VIP guests X200
- Municipality x 250
- Service Providers x 200
- Performing Artists X 320
- Working crew X 150
- Hawkers x 80
- JOC team x 120
- Smart General arm bands X 1000

3.9 Security Specs

- Date: 05 December 2026 – 06 December 2026
- Venue: Polokwane Cricket Club
- Time: 12h00(05.12.2026) – 06h00 (06.12.2026)

Build-Up And Breakdown Security Coverage:

- Security coverage must commence five (5) days before the event during build-up and remain in place for one (1) day after the event for breakdown/strike. The security provider must deploy adequate security personnel for these periods in addition to the event-day guard requirements below.
- Build up security 3 security for 6 nights (5 build-up and one strike)
- 250 security guards (05.12.2026 from 12:00 – 22:00)
- 230 Security guards (05.12.2026 from 22:00 – 06:00 06.12.2026)
- 20 Bouncers 05.12.2026 – 06.12.2026

- The security company should be registered with PSIRA and a crowd control certificate.
- ➢ Appoint Security Officer to facilitate compliance certificates

3.10 Barricades Specs

- Date: 05.12.2026
- Venue: Polokwane Cricket Club
- Required: Barrier fence 1.2m(H) x 2m (W) or 2m(H) x2m(W)

3.11 Front Of House/Technical Area:

40m Steel Barrier fencing(2m(H) x 2m (W) around

- Front of stage:
- 50m Steel barrier fencing barricades

Stage Sides:

- 20m Steel barrier fencing on both sides of the stage

Beer Garden:

- 30m Steel barrier fencing around the Beer garden serving stations
- Delay LED Day light Screen:
- 2x 20m Barrier Fencing around the Daylight Screens.

VIP Marquee Area:

- 50m Barrier fencing in front and side of the Marquee
- Crowd Control1600m to 2200m Steel Barrier fencing to direct foot traffic

VIP set up 05.12.2026

Main Tent

Marquee to include adequate lighting, flooring and furniture for the full guest capacity, with the setup arranged appropriately for the required number of guests

1 **15m x 60m** Aluminium Marquee with glass front to be partitioned into 3 spaces
600 Interlock flooring to fit (15 mx 60m space)
White Draping X 3 Spaces
Lighting and chandeliers
Furniture that fits 600 people
Lounge Pod
Centre Piece for Lounge Pod
Café Tables
Centre Piece for Café Tables
Café Chairs
DD Black Sofa
Cocktail Tables
Centre Piece for Cocktail Tables

Barstools
Florist Fee
Stylist Fee
Delivery for florist and décor
Delivery of furniture
Set up labour and clearing
Collection
Afterhours Fee
VIP Area furniture Lounge set up- VIP Area (couches, lounge chairs, café tables and chairs, cocktail tables and chairs l)
20 VIP Toilets with 10 genitors and cleaners throughout the night and 1 honey sucker
1 5x5 Pagoda Kitchen tent
4 Chest Freezer
JOC
1 peg & poles Tent for JOC (50-person capacity)
1 Tables 14 Rectangular
50 Hard black Plastic Chairs and chair covers
14 Tablecloths (Black Tablecloths)
Artist
1 15m x 10m A-Frame tent
1 Draping
1 5x5 Pogoda tent for Artist changing room (two tables, two mirrors, two hanging racks)
38 Café Tables
150 Café Bistro chairs
Signage for the different tents (exit signage, fire distinguisher, toilet, VIP, Stage, artist tent and
beer garden)
Back Stage Interview booth and back drop 2-seater couch, pink carpet 2 stanchions Decorative plants and artificial flowers

Note: Where specific brand names are mentioned, bidders are free to use equivalent brands that can deliver the same requirement.

4. RFQ VALIDITY PERIOD

This bid will remain valid **90 (ninety) days** from the date of closing.

5. COSTING

The indicative costing should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of services / supply and delivery of goods.

6. DURATION OF THE CONTRACT

Once-off

7. LOCATION

Polokwane Cricket Club

8. FIRST PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **80.**
- A minimum threshold of **80 out of a maximum of 100** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of Price and Specific Goals.

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Experience & Expertise	**Minimum of 3 years event management experience supported by portfolio of evidence which needs to be an online event, indoor event & outdoor event.** Provide descriptive details with photographic and/or a link to video evidence of the size of event, conceptualization, planning and execution inclusive of hosting high profile guests. **(20 points)** • Online event **(5 points)** • Indoor event **(5 points)** • Outdoor event **(10 points)** • Not provided evidence **(0)** • Evidence in the form of at least 3 signed Events Management recommendation letters including number of attendees* on company letterhead with contact information of referee. *Alternatively, they can attach corporate email references – not Gmail, Yahoo or similar* **(15)** • No Letters = (0) • 2 letters = **(5 points)** • 3 – 4 letters= **(10 points)**	**15**	**35**

	• 5+ letters= **(15 points)** *Outdoor Event (minimum 2 000 people) *Indoor Event (minimum 250 people) *Online Event (proof of execution)		
Capacity to deliver	• Event Management company's resources utilized to deliver on any one major event executed. List of key project team members and areas of specialization relevant to eventing supported by CVs **(5 Points)** • Amount of time it took for the company to deliver on brief pre and post event, demonstrated by number of debriefs and ability to solve queries and manage 3rd party suppliers **(5 Points)** • Ability to integrate with client's communication partners **(10 Points)**	**20**	**20**
Implementation Plan	• Present one case study that demonstrates the process followed in conceptualizing, planning and executing an outdoor event. **(15 Points)** • Detailed project plan to be demonstrated in the case study, with reference to objectives, outcomes/ROI, event media mix, timeframe and budget allocation **(30 Points)**	**45**	**45**
TOTAL		**80**	**100**

Bidders who meet the minimum threshold of 80 points will then undergo price and specific goals comparison

9. PRICE AND SPECIFIC GOALS

a. The 80/20 preference point system will apply to evaluate responses

b. The award of the tender / RFQ to will be based on functionality evaluation.

c. The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

d. PRICE

The **80/20** preference point system

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

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

Where:

Ps	=	Points scored for comparative price of bid under Consideration
Pt	=	Comparative price of bid under consideration
Pmin	=	Comparative price of lowest acceptable bid

10. BEE (SPECIFIC GOALS)

SPECIFIC GOALS	**80/20**
EME/SME 51% owned by Black people	**10**
51% owned by Black people;	**5**
51% owned by Black people who are women	**3**
Black Youth	**2**

- ***NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.***

11. ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

12. OBJECTIVE CRITERIA

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.

- The SABC reserves the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **12 months** after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 12 (**Twelve**) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of **5 (Five)** years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of **12 (Twelve)** months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

13. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

14. CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.

- **The Corporation reserves the right to:**

  - Make a selection solely on the information received in the submissions
  - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
  - Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
  - Cancel this RFQ or any part thereof at any time.

- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

15. COST OF BIDDING

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

16. PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

Annexure A	-	Declaration of Interest
Annexure B	-	**SBD 6.1 Form**
Annexure C	-	Consortiums, Joint Ventures and Sub-Contracting Regulations
Annexure D	**-**	**SBD 4 Form**

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-

   (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
   (b) any person who acts on behalf of SABC; or
   (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
   (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

   it is required that:

   The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

   Does such a relationship exist? [YES/NO]
   If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:……..…….…..	
POSITION	:…….…….…..	
OFFICE WHERE EMPLOYED:	:……..……..…	
TELEPHONE NUMBER	:……..……..…	
RELATIONSHIP	:……..…….…..	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra,* exists.

3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
   - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
   - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

_____	_____	_____
SIGNATURE OF DECLARANT	TENDER NUMBER	DATE

_____	_____
POSITION OF DECLARANT	NAME OF COMPANY OR TENDERER

ANNEXURE B
SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

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

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

2. DEFINITIONS

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

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

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

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

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

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed. (80/20 system) (To be completed by the tenderer)**

SMMEs *(inclusive or QSEs and EMEs)* 51% owned by Black people	**10**	
51% owned by Black people;	**5**	
51% owned by Black people who are women	**3**	
Black Youth	**2**	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

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 C

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

1.1 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.

1.2 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 tender.

2 SUB-CONTRACTING

2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.

2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted …….....%

3.2.2 The name of the sub-contractor .....

3.2.3 The B-BBEE status level of the sub-contractor.....

3.2.4 whether the sub-contractor is an EME YES / NO

_____	_____	_____
SIGNATURE OF DECLARANT	TENDER NUMBER	DATE

_____	_____
POSITION OF DECLARANT	NAME OF COMPANY OR TENDERER

ANNEXURE "D"

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

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2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to

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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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

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