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R-advertisement: Request for Proposals: SAE 07/2026

Event Organisers/ Professionals invited to partner with the Durban ICC

1. BACKGROUND

- 1.1. The Durban Inkosi Albert Luthuli International Convention Centre is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 21 years. The Centre is graded 5- star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 45001 (Occupational Health and Safety).
- 1.2. The Inkosi Albert Luthuli International Convention Centre was established to serve primarily as a catalyst for economic development for the City of Durban and the Province of KwaZulu-Natal. In promoting its mandate, the Durban ICC is calling for Event Organisers / Professionals to partner with the Durban ICC for events to take place between **01 May 2026 to 30 June 2026**
- 1.3 This proposal will be evaluated on administrative compliance, mandatory requirements as well as the preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and Preferential Procurement Regulations of 2022.

2. PURPOSE

- 2.1. The purpose of this Request for Proposal (RFP) is to invite event organisers / professionals to submit event proposals for the hosting of iconic and signature events at the Durban ICC and/or the Durban Exhibition Centre for the period **01 May 2026 to 30 June 2026**.
- 2.2. The RFP will test the market and evaluate the interest and proposals from event organisers / professionals in order to secure iconic revenue-generating events for the Durban Inkosi Albert Luthuli International Convention Centre and/or the Durban Exhibition Centre with the aim of contributing positively to the economic impact of the City of Durban and Kwa- Zulu Natal.

3. SCOPE AND SPECIFICATION OF THE REQUEST FOR PROPOSALS

- 3.1. Submission of an event proposal and execution of the iconic and signature events at the Durban ICC for the period of **01 May 2026 to 30 June 2027**.
- 3.2. The Durban ICC is looking for quality Bids to partner in the creation and execution of this world class event that generate revenue and significant social and economic impact to Durban and the KZN Province
- 3.3. This events should encompass areas of the Inkosi Albert Luthuli International Convention Centre Complex (i.e. Durban ICC and/or the Durban Exhibition Centre) or parts of such spaces.

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3.4. Bidders will be required to:

- 3.4.1. Schedule and attend meetings with key stakeholders in line with the event proposal;
- 3.4.2. Segment and pitch the event proposal to gain stakeholder support;
- 3.4.3. Develop a sales, marketing and sponsorship model for the event;
- 3.4.4. Secure Sales and Exhibitors for the event if applicable;
- 3.4.5. Secure sponsorships for the event.
- 3.4.6. Provide: Technical, Audio and lighting, Fencing, Artists, and Compliance.

4. Mandatory Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
The Service Provider must have experience in either, project management of events, talent management or obtaining of sponsorships for events. Please provide a minimum of 2 reference letters from previous Clients.		
Event Proposal must demonstrate how the scope and specification of the RFP will be executed.		
The awarded supplier is required to enter into a binding contractual agreement with the Durban ICC, which is to be drafted by the Durban ICC on its required terms and conditions		

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for state two of the evaluation. The bidder must complete the final column above stating whether they can complete the task or not

NB: Durban ICC agree that they will comply with Protection of Personal Information (POPI) Act regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

5. EVALUATION PROCESS

A three (3) Stage Evaluation process will be utilized. In Stage One (1) Bids will be evaluated for Pre- qualification. Only bidders who meet all the criteria for Pre-qualification will proceed to Stage 2 (Functionality). Bidders who obtain a **minimum score of 70 points** and above on functionality will proceed to Stage Three (3) where bids will be evaluated on presentation.

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5.1 STAGE 1 - PRE-QUALIFICATION:

- 5.1.1 The proposal must meet all **the mandatory requirements**.
- 5.1.2 Bid documents must be duly completed and submitted with the Schedule of Key Staff, Staff CVS, Company Profile and the Event proposal.

5.2 STAGE 2 - FUNCTIONALITY AND PREFERENCE POINTS:

- 5.2.1 Functionality is to be used as a threshold for evaluation. Event proposals that fail to score the minimum number of evaluation points for Functionality will be deemed non-responsive.

- 5.2.2 The evaluation criteria for measuring Functionality and Preference Points are:

- 5.2.2.1 Schedule of The Key Staff;
- 5.2.2.2 Curriculum Vitae (CV) of Key Staff;
- 5.2.2.3 Company profile;
- 5.2.2.4 Event proposal;
- 5.2.2.5 Preference points.

5.2.3 Functionality and Preference Points Requirements:

The Bidder must score **70 points and above for functionality and preference points to proceed to stage 3.** The criteria and maximum scores are, as follows:

CRITERIA	WEIGHT
1. Experience of the Key Staff	10
(a) One (1) Project Manager	(5)
(b) One(1) Event Production Manager	(5)
2.Company Profile	10
3.Event Proposal	60
4.Preference Points	20
5.The maximum possible score (MS)	100

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5.3 Experience of Key Staff

- 5.3.1 The Service Provider's Key Staff must include a proposed minimum of one (1) Project Manager and one (1) Marketing / PR Manager / Liaison Officer.
- 5.3.2 The Project Manager should have a minimum of Three (3) years of Project Management experience/ talent management or obtaining of sponsorships for events.
- 5.3.3 The Marketing or PR Manager or Liaison Officer should have a minimum of Three (3) years of Marketing or PR Management or Liaison Officer Experience.
- 5.3.4 The Service Provider must submit a **schedule of the key staff** listed above, clearly indicating the experience of such staff. The schedule must include:
- 5.3.4.1 Position (in respect of this request for proposal);
 - 5.3.4.2 Name and Surname; and
 - 5.3.4.3 Years of experience in project management/ talent management or obtaining of sponsorships for event.
- 5.3.5 The **scoring of the Project Manager experience** will be as follows:

	Relevant Project Management Experience
No Response (Score 0)	No document submitted / Insufficient information to evaluate
Poor (Score 40)	Project Manager has less than 3 years' experience in project management of events/ talent management and/or obtaining of sponsorships for events
Satisfactory (Score 70)	Project Manager has between 3-5 years' experience in project management of events/ talent management and/or obtaining of sponsorships for events
Good (Score 90)	Project Manager has between 5-7 years' experience in project management of events/ talent management and/or obtaining of sponsorships for events
Very Good (Score 100)	Project Manager has more than 7 years' experience in project management of events/ talent management and/or obtaining of sponsorships for events

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5.3.6 **The scoring of the Events production manager experience will be as follows:**

Score	Relevant Events / production Management Experience
No Response (Score 0)	No document submitted / Insufficient information to evaluate
Poor (Score 40)	Events and Production Manager has less than 3 years of Events and Production experience.
Satisfactory (Score 70)	Events and Production Manager has between 3-5 years of Events and Production experience.
Good (Score 90)	Events and Production Manager has between 5-7 years of Events and Production experience.
Very Good (Score 100)	Events and Production Manager has more than 7 years' experience in Events and Production experience.

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5.3.7 Company Profile

The Bidder **must submit a company profile** which must include the following information:

5.3.7.1 background;

5.3.7.2 years of experience

5.3.7.3 Previous events of a similar nature and demonstration of capability to carry out events that event proposals are requested for.

5.3.8 The **scoring of the Company Profile** will be as follows:

Score	Service Providers Company Profile
No Response (Score 0)	No information provided; OR submission of no substance / irrelevant information provided
Poor (Score 40)	The Company Profile is poor and gives no relevant information in satisfying the events/project objectives, it is generic.
Satisfactory (Score 70)	The Company Profile is specific to the proposed events/project objectives and demonstrates the ability of the Service Provider to successfully execute events/projects of a similar nature, as proposed. The Company Profile satisfactorily satisfies all stated criteria.
Good (Score 90)	The Company Profile is specifically tailored to the proposed events/projects objectives and demonstrates the ability of the Service Provider to execute events/projects of a more complex nature, The Company Profile satisfies all stated criteria in an exceptional manner.
Very Good (Score 100)	The Company Profile is exceptionally well-structured, fully tailored, and directly aligned to the proposed events/projects objectives. It provides comprehensive, detailed, and compelling evidence of extensive experience and proven success in executing events/projects of a similar and of a more complex nature. All stated criteria are fully addressed with no gaps, exceeding requirements and providing a very high level of confidence in the Service Provider's ability to deliver outstanding results.

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5.3.9 Event proposal

5.3.9.1 The **event proposal must include the following information**, as a minimum:

- 5.3.9.1.1.1 Event concept;
- 5.3.9.1.1.2 Concept overview;
- 5.3.9.1.1.3 Event Programme - please provide details of the overall event programme i.e. ticket pricing, event times and number of proposed shows.
- 5.3.9.1.1.4 Event Formant- please indicate the structure and manner in which the event will be managed i.e. various role-players and their responsibilities etc
- 5.3.9.1.1.5 Proposed venue - Durban ICC [halls 1 -3, the arena hall 4-6 or the Durban Exhibition Centre];
- 5.3.9.1.1.6 Target Audience including Living Standards Measure;
- 5.3.9.1.1.7 Event objectives - Primary objectives for staging the event. Please outline any risks associated with the event;
- 5.3.9.1.1.8 Organizational Capacity - Previous event management experience.
- 5.3.9.1.1.9 Operating structure for the event. Persons responsible. Ownership of the event;
- 5.3.9.1.1.10 Financial Management - Provide a detailed event budget. Must attach a spreadsheet with anticipated expenditure and income.
- 5.3.9.1.1.11 Sponsorships.
- 5.3.9.1.1.12 Contribution (Venue hire, etc.) required from the Durban ICC.
- 5.3.9.1.1.13 Event Marketing and Communications Campaign.
- 5.3.9.1.1.14 Ticket Sales Management.
- 5.3.9.1.1.15 Insurance and licenses required.
- 5.3.9.1.1.16 Procurement and management of service providers.

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5.3.10 The **scoring of the Event Proposal** will be as follows:

The Durban ICC requires a range of the following Resources including but not limited to:

- Corporate Events
- Government & Public Sector Events
- Exhibitions & Trade Shows
- Social Events
- Entertainment Events
- Sporting Events
- Cultural & Heritage Events

Score	Service Providers Event Proposal
No Response (Score 0)	No information provided; OR submission of no substance / irrelevant information provided
Poor (Score 40)	The Event Proposal is poor and gives no relevant information in satisfying an event which does not fall under any of the stated categories.
Satisfactory (Score 70)	The Event Proposal falls under one of the stated categories and meets the objectives of that particular category. The proposal also satisfactorily covers all the recommended areas to be covered in an Event proposal.

Good (Score 90)	The Event Proposal falls under more than one of the stated categories and exceeds the objectives of those particular categories. The proposal also exceedingly covers all the recommended areas to be covered in an event proposal.
Very Good (Score 100)	The Event Proposal falls under more than two of the stated categories and exceeds the objectives of those particular categories. The proposal also exceedingly covers all the recommended areas to be covered in an Event proposal, and includes value adds to Durban ICC.

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5.3.11 Stage 3 - **PRESENTATION:**

Bidders that obtain a **minimum score of 70 points** in stage 2 will proceed to stage 3, were qualifying bidders will then be required to present to an evaluation committee

6. **Preference Points System and Specific Goals.**

6.1 The definitions as per the SCM Policy are applicable.

6.2 Preference Points (either 20 or 10) will be derived from points claimed on Returnable Document **MBD 6.1: "Preference Points Claim Form"**.

6.3 **RDP Goal: The promotion of South African owned enterprises**

The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the **tenderer's claim** for **Preference Points** for this Specific Goal.

Goal Weighting 20%	
Location	80/20
Not in South Africa	0
South Africa	5
KZN	10
ETM	20

Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer's status)

CSD report

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7. Terms and Conditions

7.1 A written proposal will not be considered unless the bidder who submits the proposal provides the following with their proposal:

- 7.1.1 Full name
- 7.1.2 Identification or company or other registration number
- 7.1.3 Tax reference number and VAT number, if any
- 7.1.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.1.5 Valid BBBEE Certificate
- 7.1.6 MBD 4 Declaration of Interest form must be completed
- 7.1.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the bidder being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

- 7.1.8 The Durban ICC is entitled to cancel the Request for Proposal (RFP) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Proposal
- 7.1.9 The Service Provider will be required to complete a Pro-Forma SASREA Section 6(3) application for event risk categorisation and must complete the Event Safety File Requirements Checklist, before any event.
- 7.1.10 A successful bidder successful will be required to enter into a service level agreement on terms and conditions of the ICC.
- 7.1.11 The bidder assumes full risk when submitting bid proposals to the Durban ICC.
- 7.1.12 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- 7.1.13 The Durban ICC will only make a final award should the bidder be tax compliant at time of award.
- 7.1.14 The Durban ICC may request written clarification regarding any aspect of this RFP and documents in response to the RFP. The Bidder must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified. The supplied information shall not change the material aspects of the submission, i.e. RFP price, the firmness of the price and technical/functionality.

8. Contact Person

Sihle Choshi: Entertainment Manager
031 360 1282
Email: sihlec@icc.co.za

9. Closing Date

Proposals marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 20th May 2026**.

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10. Protection of Personal Information

- 10.1 By responding to this Request for proposal you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA").
- 10.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for Proposals.

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11. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto bydo hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: (*Block Capitals*) _____

Signature: _____

Date: _____

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12. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(Hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

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Electricity

--	--	--	--	--	--	--	--	--	--	--	--	--

Water

--	--	--	--	--	--	--	--	--	--	--	--	--

Rates

--	--	--	--	--	--	--	--	--	--	--	--	--

Other

--	--	--	--	--	--	--	--	--	--	--	--	--

Other

--	--	--	--	--	--	--	--	--	--	--	--	--

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME (Block Capitals

SIGNATURE: DATE:

(Of person authorised to sign on behalf of the Tenderer)

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13. **MBD4 Declaration of Interest**

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of bidder or his/her representative

3.2 Identity number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *MSCM Regulations: "in the service of the state" means to be –*

(a) *a member of –*

- *any municipal council*
- *any provincial legislature*
- *the National Assembly or the National Council of Provinces*

(b) *a member of the board of directors of any municipal entity;*

(c) *an official of any municipality or municipal entity;*

(d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*

(e) *a member of the accounting authority of any national or provincial public entity;*

(f) *an employee of parliament or a provincial legislature.*

² *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

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3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
-----	----

3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
-----	----

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

YES	NO
-----	----

3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
-----	----

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
-----	----

3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
-----	----

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Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

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14. **MBD 6.1: PREFERENCE POINTS CLAIM**

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, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1.0 GENERAL CONDITIONS

1.1 The following preference point system is 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).

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

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** 80 (price) and 20 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the bidder to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.

1.5 The Durban ICC reserves the right to require of a bidder, either before evaluation or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the entity.

2.0 DEFINITIONS

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

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by Municipality 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 Municipality and a third party that produces revenue for the Municipality, 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.

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

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

<u>80 / 20 Points System</u>	OR	<u>90 / 10 Points System</u>
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4.0 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 request for tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof submitted.
- 4.2 In cases where the municipality intends 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, the municipality 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 municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) 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.
- 4) 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.

Date

NAME (Block
Capitals):

SIGNATURE:

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15. AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY		CLOSE CORPORATION		PARTNERSHIP		JOINT VENTURE		SOLE PROPRIETOR	
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

to sign all documents in connection with the tender for Contract No. **SAE 07/2026** and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Notes

Tenderers are to include, at the back of their tender submission document, a printout of the following documents:

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

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16. TAX COMPLIANCE STATUS PIN / TAX CLEARANCE CERTIFICATE

SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.

Separate Tax Clearance Certificates / TCS PINs are required for each entity in a Joint Venture.

Tenderers are to include, at the back of their tender submission document, a printout of their Tax Compliance Status PIN (TCS PIN) OR an original Tax Clearance Certificate.

Failure to include the required document will make the tender submission non-responsive.

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer,
Confirms that the information contained in this form is within my personal knowledge and is to the best of my belief
both true and correct, **and that the requested documentation has been included in the tender submission.***

NAME

Date

(Block Capitals):

.....

SIGNATURE:

.....

.....

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17. DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT

Definitions

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

Declaration by Tenderer

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

NAME

Date

(Block Capitals):

SIGNATURE:

.....

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18. MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0 This Municipal Bidding Document must form part of all bids invited.
- 2.0 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - been convicted for fraud or corruption during the past five years.
 - wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.
 - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4.0 In order to give effect to the above, the following questions must be completed and submitted with the bid.

		Circle Applicable	
		YES	NO
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?		
(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.)			
The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.			
4.1.1	If YES, provide particulars.		
.....			
.....			
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?		
The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.			
4.2.1	If YES, provide particulars.		
.....			
.....			

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4.3.1 If YES, provide particulars.

.....

.....

4.4 Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

YES	NO
-----	----

4.4.1 If YES, provide particulars.

.....

.....

4.5 Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES	NO
-----	----

4.5.1 If YES, provide particulars.

.....

.....

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME (Block Capitals):

Date

.....

SIGNATURE:

.....

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19. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

NOTES

- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
- ³ 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.

- 1.0 This Municipal Bidding Document (MBD) must form part of all **bids**¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or **bid rigging**).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4.0 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of **bid rigging**.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect.

I certify, on behalf of:

(Name of Bidder)

that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience.
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

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6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit, a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid.
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

NAME (Block Capitals):

Date

SIGNATURE: