



TERMS OF REFERENCE

DIRCO: REQUEST FOR SERVICE PROVIDER TO PROVIDE MARQUEES, TABLES, CHAIRS, FLOORING, ELECTRICITY (GENERATORS), STAGE, SOUND, ACCREDITATION, JUMPING CASTLES, DÉCOR, CATERING, SECURITY AND ABLUTION FACILITIES FOR THE ANNUAL DIPLOMATIC FAIR

REQUEST FOR SERVICE PROVIDER/S TO PROVIDE MARQUEES, TABLES, CHAIRS, FLOORING, ELECTRICITY (GENERATORS), STAGE, SOUND, ACCREDITATION, JUMPING CASTLES, DÉCOR, CATERING, SECURITY AND ABLUTION FACILITIES FOR THE ANNUAL DIPLOMATIC FAIR ON 25 OCTOBER 2014

1. PURPOSE

The Department of International Relations and Cooperation (“DIRCO”) intends appointing a service provider/s that will provide marquees, tables, chairs, flooring, electricity, stage, sound, accreditation, jumping castles, décor; catering, security and ablution facilities for the Annual Diplomatic Fair to be held on 25 October 2014.

2. BACKGROUND

DIRCO, through its Branch: Public Diplomacy will host the Diplomatic Fair on **Saturday, 25 October 2014** at the Union Buildings, City of Tshwane. DIRCO has been hosting this event annually since 2006 which will, among others, serve as a key platform to celebrate South Africa’s 20 Years of Freedom and Democracy. The event will also serve as an opportune platform to inform the general public about diplomacy, South Africa’s commitment to the African Agenda and the Republic’s role as an active participant in the global arena in terms of its objectives on foreign policy.

Moreover, the event brings together Embassies accredited to South Africa to share, showcase, celebrate and promote cultural diplomacy through creative expressions such as arts, music, languages and global cuisine. The event will also showcase traditional music from various countries with an emphasis on the themes of African nations.. In addition to this, Embassies will be invited to host stalls where their cultural cuisine can be showcased for visitors to purchase and enjoy.

3. SCOPE OF WORK

DIRCO requires a service provider/s to provide DIRCO with marquees, tables, chairs, flooring, electricity, stage, sound, accreditation, jumping castles, décor and ablution facilities for the Annual Diplomatic Fair.

4. DURATION

The contract will remain in full force and effect until the service provider has delivered all services and fulfilled all requirements as contained herein.

5. TASK DIRECTIVE

DIRCO will brief the successful bidder on the work required during compulsory briefing session to be held on 9 September 2014 at 10:00, and the bidder will then be required to present a comprehensive proposal and project plan on the execution of all the services and requirements as contained herein. The proposal and project plan must, among others, clearly stipulate dates, timeframes and the manner in which the services will be rendered.

DIRCO will consider each separate proposal based on the bidder’s overall compliance with the terms and conditions contained herein and the financial implications attached thereto in accordance with the Public Financial Management Act, 1999 (Act No. 1 of 1999) (“the PFMA”).

6. ANNUAL DIPLOMATIC FAIR, 25 OCTOBER 2014

The successful bidder will be tasked with providing the following services:

6.1 CATEGORY A: Tents/Marquees and Jumping Castles

6.1.1 The appointed service provider will need to adhere to the structural and safety requirements of the appointed structural engineer as determined by the Security Cluster Act 205.

6.1.2 All electrical cables must be properly closed and adhere to safety requirements.

6.1.3 All structures must be equipped with fire extinguishers and signage

6.1.4 No open fires allowed within a parameter of 200 meters

NO.	Item	size	purpose	Additional Requirements
1.	Marquee (to be divided for catering and changing purposes)	6m x 18m	Artists holding room	<ul style="list-style-type: none"> • 4 x 1.8m tables • 8 plastic chairs • Grass Carpet • 2 electrical socket points • 2 x 240v spotlights • signage
2.	Medical Marquee(to be divided into female and male consultation room)	10m x10m	First aid/Emergency Response	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 plastic chairs • 2 electrical socket points • signage
3.	Joint Operation Committee (JOC) Marquee	6m x 6m	JOC operation centre	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 plastic chairs • signage
4.	United Nations Agency Marquee	12m x 12m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • 18 x 1.8m tables • 36 plastic chairs • Grass Carpet • 18 electrical socket points • 4 x 240v spotlights • signage
5.	Stakeholder Marquee (With Partitioning)	20m x 60m	To host all business stakeholders and sponsors	<ul style="list-style-type: none"> • 20 x 1.8 m tables • 40 plastic chairs • 20 x electrical socket points • 20 x 240v spotlights • Grass Carpet • signage
6.	Government Departments Marquee (with partitioning)	25m x 6m	To host all government departments	<ul style="list-style-type: none"> • 25 x 1.8 m tables • 500 plastic chairs • 25 x electrical socket points • 25 x 240v spotlights • Grass Carpet • signage
7.	65 x Embassy Stalls (tents/marquee)	6m x 3m	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> • 130 x 1.8m tables • 130 plastic chairs • Grass Carpet • 110 electrical socket points • 65 x 240v spotlights for each tent • signage
8.	VIP Bedouin Tent	15m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • 1 Hard Carpet • 10 High Rise Chrome Cocktail tables • 20 Chrome cocktail chairs • 8 Small centre pieces on the tables • 4 Lounge Areas (couches and ottomans) • 6 x electrical socket points • 2 x 240v spotlights

				• signage
9	1 x Mega slide combo Jumping castle (with electricity) 1 x Adventure Combo Jumping Castle (with electricity) 1 x Inflatable 11 in 1 play centre with no pool (with electricity)	600 cmx215 cm x285cm 2 m x 2.7m x 4m 445 cm x 385 cm x 250 cm	To serve as kiddies playground	• signage i.e. age restriction, disclaimer and all children should be accompanied and monitored by an adult when entering the playground

6.2 CATEGORY B: Stage and Sound

6.2.1 The appointed service provider will need to adhere to the structural and safety requirements of the appointed structural engineer.

6.2.2 All electrical cables must be properly closed and adhere to safety requirements.

6.2.3 All structures must be equipped with fire extinguishers and signage

Item	Description	Size
Full House Stage	Backdrop/Stage banner to be branded Stairs Disability ramp Peak roof	12 m Wide 10 m deep
Sound	Backline 6 Microphones Multiline Sound	
Outdoor LED Screen	Full colour, crossover ability	160cm x 160cm
Crowd barrier	400 m barrier for crowd control	

6.3 CATEGORY C: Accreditation and Access Control

6.3.1 Branded accreditation cards with lanyards will be issued to VIP, Embassies, Stakeholders, Service Provider, SAPS, Metro Police and must be available on 20 October 2014.

6.3.2 The wristbands will be distributed on the day of the event by DIRCO, however it must be delivered on 20 October 2014.

Item	Quantity	Description	Size
Accreditation cards-branded (VIP, Embassies, Stakeholders, Service Provider, SAPS, Metro Police)	2 000	<ul style="list-style-type: none"> • A6 cards, Printed in full color on 250gsm Gloss • 35 x Hi-Q Titan plus(gloss),white 250g,455 x 640 mm • 32x Gloss Laminate both sides • Trimmed to size 	A6
Lanyards	2 000	Black (Polyester material)	30mm with swivel
Standard Vinyl Wristband	7 000	Office Green (Dark/ Forest Green), subject to change	

6.4 CATEGORY D : Ablution Facilities

6.4.1 Mobile toilets must be delivered on site from 20 October 2014.

6.4.2 Dedicated personnel must be deployed on 25 October 2014 from 09:00 to 16:00 to refresh the ablution facilities on an hourly basis. Refreshment will include cleaning, replenish toilet paper, etc.

- 40 VIP Mobile toilets
- 10 VIP Paraplegic toilets
- 90 Standard portable toilets
- 10 Standard Paraplegic toilets

6.5 CATEGORY E: Generators and power supply

- Generators to be delivered and connected on site not later than 24 October 2014.
- 3 X 150kw Mobile generators (2 x generators will be dedicated to the marquees and 1 x generator will be dedicated to the stage.)
- All cables must be covered in line with the safety and regulation policies
- Must be accompanied by fire extinguishers
- Operator/Engineer to be onsite at all times

6.6 CATEGORY F :Catering

- **The service provider must submit a valid Health Certificate**
- **A food tasting will also be held.**

6.6.1 Ambassador's lounge

- Description : Cocktail menu and assorted refreshments
- Quantity : 300 pax

Proposed menu option:

- Prawn and Dill Cigar
- Barbecue Chicken Drumsticks
- Chicken and Chickpea Samosas
- Vegetable Spring Rolls
- Mini Spinach and Feta Pizza
- Lemon and Herb Chicken Kebabs
- Mini Cape Malay Pie
- Teriyaki Beef Satay
- Mini Beef Wellington
- Canape – Tomato, Feta and Olive on Rye with Pesto
- Soy and Honey Chicken Wings
- Fruit Skewers

6.6.2 Mass Catering

- Description: Polony and Cheese Sandwich
- Extras : 2 seasonal fruits and 1x100% fruit juice
- Quantity : 4000

6.7 CATEGORY G: Security

KINDLY NOTE: Only companies registered with Private Security Industry Regulatory Authority (**PSIRA**) may provide a Quotation.

SPECIFICATIONS AND RESPONSIBILITIES:

- Responsible in monitoring all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the CLIENT building premises.
- Enforce, Implement and Aide CLIENT rules, policies and regulations relative to maintenance of security and safety.
- Coordinate with CLIENT representative who handles building's security operations with regards to the security guidelines of the CLIENT and other related matters pertaining to the safety and security of employees, guests, visitors and CLIENT properties.

- He/ She must be physically and mentally fit, not less than the age of 25 years or more than the age of 45 years, and at least 5'4" in height.
- The security guards must have at least a Grade E

The Security Guards will be deployed as follows:

DEPLOYMENT SCHEDULE – ANNUAL DIPLOMATIC FAIR 2014			
	DATE	NUMBER OF GUARDS REQUIRED	HOURS
•	22 October 2014	5	09:00 – 06:00 (21 Hours)
•	23 October 2014	5	06:00 – 06:00 (24 Hours)
•	24 October 2014	10	06:00 – 06:00 (24 Hours)
	25 October 2014	50	06:00 – 18:00 (12 Hours)
		10	18:00 – 06:00 (12 Hours)
	26 October 2014	10	06:00 – 12:00 (6 Hours)

The Appointed Service Provider will be expected to attend Preparatory Meetings arranged by the department.

6.8 CATEGORY H: Transport

- All buses must be roadworthy and not be older than 3years
- All drivers must have a valid Public Driver Permit(PDP)

Public Transport for Diplomatic Fair: 25 October 2014. 20 x 60 seater standard Buses

Diepsloot Schools

Diepsloot Combined School

Diepsloot Primary School 4

Pick up Schedule: 25 Oct 2014

Pick up Time : 08H30

Number of Buses: 5

Atteridgeville Pick Up Points

- Lotus Gardens Bus Rank (Lotus Plaza)

- Oustad Plaza (Shell Garage)

- Extension 7 Mabunda Supermarket

- Selborne side Bus Rank

- Super Stadium

- Maunde Cemetery

- Phillip Nel and Danville KFC

Pick up Schedule: 25 Oct 2014

1st Pick up Time: 08H30

2nd Pick up Time: 10H30

Number of Buses: 3

Mamelodi Pick up Points

-Solomon Mahlangu Square (PCO)

- Nellmapius

- Lusaka Main Entrance/Exit
- Mamelodi West Community hall
- Stanza Bopape Multipurpose Centre

Pick up Schedule: 25 Oct 2014

- 1st Pick up Time: 08H30
- 2nd Pick up Time: 10H30
- Number of Buses: 3

Mabopane/Winterveldt/Garankuwa (MAWIGA ZONE) Pick Up Points

- Walter Garage
- Love Day Street (BP Garage)
- Matsipane Square
- Mabopane Library (Next to Recreational Centre)
- Via Sakisi Shell Garage
- YMCA
- Zone 5 Stadiums
- Total Garage 16: Next to Lesuthu.
- Zone 1 Community Hall.
- Makgatho Shell Garage
- Lebanon Engine Garage
- Joe Slovo Park

Pick up Schedule: 25 Oct 2014

- 1st Pick up Time: 08H30
- 2nd Pick up Time: 10H30
- Number of Buses: 5

Soshanguve Pick up Points

- Falala Shopping Centre
- Block F Community Hall
- Old Hostel Block K
- Soshanguve Crossing
- Block BB Community Clinic
- Transfer Taxi Center
- TUT Main Gate

Pick up Schedule: 25 Oct 2014

- 1st Pick up Time: 08H30
- 2nd Pick up Time: 10H30
- Number of Buses: 4

7 EVALUATION METHODOLOGY

All bids received will be evaluated in accordance with the following compulsory requirements

7.1 Phase 1: Responsive Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to qualify to proceed to the next stage of the evaluation process are:

- 7.1.1 Valid Tax Clearance Certificate submitted with bid documents;
- 7.1.2 All Standard Bid Documents (SBD) must be comprehensively and completed. Kindly note that if a bidder fails to attach a BBBEE certificate, the bidder will not be awarded BEE points;
- 7.1.3 Bidders will be required to attend a compulsory briefing session at OR Tambo Building on 9 September at 10:00. All prospective bidders must already be at Reception by 09:45. No late attendees will be allowed after 10:00.

7.2 Phase 2: Functionality Criteria

- 7.2.1 A panel will evaluate all tenders received on the functionality criteria per category as reflected below. The proposals scoring above 65% will be short listed, based on scores allocated with respect to strategy, implementation and functionality. A bidder that scores less than sixty-five (65%) in respect of “functionality” on any of the services will be regarded as submitting a non-responsive bid and will be disqualified.
- 7.2.2 Bidders scoring above 65% will undergo an evaluation process subsequent to which appointment will be made on BEE and pricing.
- 7.2.3 For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information per service tendered in substantiation of compliance to the evaluation criteria.

Criteria		Weight						
CATEGORY A:Tents/Marquees and Jumping Castles								
Experience		100						
Capability	Ability to set up structures in various conditions and environments Evaluation Matrix <table border="1"> <tr> <td>Provide proof of setting up various structures in the past year (2013/2014)</td> <td>3</td> </tr> <tr> <td>Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)</td> <td>4</td> </tr> <tr> <td>Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)</td> <td>5</td> </tr> </table>	Provide proof of setting up various structures in the past year (2013/2014)	3	Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)	4	Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)	5	35
Provide proof of setting up various structures in the past year (2013/2014)	3							
Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)	4							
Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)	5							
Capacity	Proof of number of marquees available or evidence of how will be outsourced and deliver on time. Evaluation Matrix <table border="1"> <tr> <td>Own marquees</td> <td>4</td> </tr> <tr> <td>Outsourced marquees</td> <td>3</td> </tr> </table>	Own marquees	4	Outsourced marquees	3	30		
Own marquees	4							
Outsourced marquees	3							
Technical skills	Provide CV's as well as number of to be deployed for setting up structures from 20 October 2014 to 23 October 2014 Evaluation Matrix <table border="1"> <tr> <td>30 staff with relevant experience</td> <td>5</td> </tr> <tr> <td>20 staff with relevant experience</td> <td>4</td> </tr> <tr> <td>15 staff with relevant experience</td> <td>3</td> </tr> </table>	30 staff with relevant experience	5	20 staff with relevant experience	4	15 staff with relevant experience	3	35
30 staff with relevant experience	5							
20 staff with relevant experience	4							
15 staff with relevant experience	3							
CATEGORY B:Stage and Sound								
Capability	Ability to set up structures in various conditions and environments Evaluation Matrix <table border="1"> <tr> <td>Provide proof of setting up various structures in the past year (2013/2014)</td> <td>3</td> </tr> <tr> <td>Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)</td> <td>4</td> </tr> <tr> <td>Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)</td> <td>5</td> </tr> </table>	Provide proof of setting up various structures in the past year (2013/2014)	3	Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)	4	Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)	5	20
Provide proof of setting up various structures in the past year (2013/2014)	3							
Provide proof of setting up various structures in the past 2 years (from 2012 to 2014)	4							
Provide proof of setting up various structures for more than 3 years (from 2011 to 2014)	5							

Capacity	Proof of equipment available or evidence of how will be outsourced and deliver on time. Evaluation Matrix <table border="1"> <tr> <td>Own equipment</td> <td>4</td> </tr> <tr> <td>Outsourced equipment</td> <td>3</td> </tr> </table>	Own equipment	4	Outsourced equipment	3	20		
Own equipment	4							
Outsourced equipment	3							
Technical skills	Provide CV's as well as number of to be deployed for setting up structures from 20 October 2014 to 23 October 2014 Evaluation Matrix <table border="1"> <tr> <td>15 staff with relevant experience</td> <td>5</td> </tr> <tr> <td>10 staff with relevant experience</td> <td>4</td> </tr> <tr> <td>5 staff with relevant experience</td> <td>3</td> </tr> </table>	15 staff with relevant experience	5	10 staff with relevant experience	4	5 staff with relevant experience	3	30
15 staff with relevant experience	5							
10 staff with relevant experience	4							
5 staff with relevant experience	3							
Audio and visual management	Provide CV's as well as number of technicians to be deployed on 25 October 2014 Evaluation Matrix <table border="1"> <tr> <td>3 staff with relevant experience</td> <td>5</td> </tr> <tr> <td>2 staff with relevant experience</td> <td>4</td> </tr> <tr> <td>1 staff with relevant experience</td> <td>3</td> </tr> </table>	3 staff with relevant experience	5	2 staff with relevant experience	4	1 staff with relevant experience	3	30
3 staff with relevant experience	5							
2 staff with relevant experience	4							
1 staff with relevant experience	3							
CATEGORY C:Accreditation and Access Control		100						
Capability	Evaluation Matrix <table border="1"> <tr> <td>Service provider must have printing facilities on site</td> <td>5</td> </tr> <tr> <td>Service provider will outsource printing</td> <td>3</td> </tr> </table>	Service provider must have printing facilities on site	5	Service provider will outsource printing	3	50		
Service provider must have printing facilities on site	5							
Service provider will outsource printing	3							
Experience	Evaluation Matrix <table border="1"> <tr> <td>Service provider must have at least 3 years' experience in printing</td> <td>5</td> </tr> <tr> <td>Service provider must have at least 2 years' experience in printing</td> <td>4</td> </tr> <tr> <td>Service provider must have at least 1 years' experience in printing</td> <td>3</td> </tr> </table>	Service provider must have at least 3 years' experience in printing	5	Service provider must have at least 2 years' experience in printing	4	Service provider must have at least 1 years' experience in printing	3	50
Service provider must have at least 3 years' experience in printing	5							
Service provider must have at least 2 years' experience in printing	4							
Service provider must have at least 1 years' experience in printing	3							
CATEGORY D:Ablution Facilities		100						
Capability	Allocation of staff to refresh facilities on an hourly basis. Evaluation Matrix <table border="1"> <tr> <td>25 staff with relevant experience</td> <td>5</td> </tr> <tr> <td>19 staff with relevant experience</td> <td>4</td> </tr> <tr> <td>16 staff with relevant experience</td> <td>3</td> </tr> </table>	25 staff with relevant experience	5	19 staff with relevant experience	4	16 staff with relevant experience	3	50
25 staff with relevant experience	5							
19 staff with relevant experience	4							
16 staff with relevant experience	3							
Capacity	Proof of equipment available or evidence of how will be outsourced and deliver on time. Evaluation Matrix <table border="1"> <tr> <td>Own equipment</td> <td>4</td> </tr> <tr> <td>Outsourced equipment</td> <td>3</td> </tr> </table>	Own equipment	4	Outsourced equipment	3	50		
Own equipment	4							
Outsourced equipment	3							
CATEGORY E:Generators and power supply		100						

Capability	Proof of number of generators available or evidence of how will be outsourced and deliver on time. Evaluation Matrix <table border="1" data-bbox="651 286 1166 353"> <tr> <td>Own generators</td> <td>4</td> </tr> <tr> <td>Outsourced generators</td> <td>3</td> </tr> </table>	Own generators	4	Outsourced generators	3	25		
Own generators	4							
Outsourced generators	3							
Capacity	Number of Personnel to implement all electricity requirements in all structures Evaluation Matrix <table border="1" data-bbox="651 510 1201 611"> <tr> <td>staff with relevant experience</td> <td>5</td> </tr> <tr> <td>staff with relevant experience</td> <td>4</td> </tr> <tr> <td>staff with relevant experience</td> <td>3</td> </tr> </table>	staff with relevant experience	5	staff with relevant experience	4	staff with relevant experience	3	35
staff with relevant experience	5							
staff with relevant experience	4							
staff with relevant experience	3							
Technical skills	Provide CV's as well as number of technicians to be deployed on 25 October 2014 Evaluation Matrix <table border="1" data-bbox="651 757 1201 947"> <tr> <td>with at least 5 years' experience</td> <td>5</td> </tr> <tr> <td>at least 4 years relevant experience</td> <td>4</td> </tr> <tr> <td>at least 3 years relevant experience</td> <td>3</td> </tr> </table>	with at least 5 years' experience	5	at least 4 years relevant experience	4	at least 3 years relevant experience	3	40
with at least 5 years' experience	5							
at least 4 years relevant experience	4							
at least 3 years relevant experience	3							
CATEGORY F: Catering		100						
Capacity	Provide number of staff that will be deployed on serving both Ambassador's lounge and mass Evaluation Matrix <table border="1" data-bbox="651 1227 1225 1406"> <tr> <td>with at least 5 years' experience</td> <td>5</td> </tr> <tr> <td>at least 4 years relevant experience</td> <td>4</td> </tr> <tr> <td>at least 3 years relevant experience</td> <td>3</td> </tr> </table>	with at least 5 years' experience	5	at least 4 years relevant experience	4	at least 3 years relevant experience	3	35
with at least 5 years' experience	5							
at least 4 years relevant experience	4							
at least 3 years relevant experience	3							
Equipment	Proof of number of chuffing dishes; crockery and cutlery and cooling systems you can provide. <table border="1" data-bbox="651 1541 1209 1675"> <tr> <td>Own equipment</td> <td>5</td> </tr> <tr> <td>Outsourced equipment</td> <td>4</td> </tr> </table>	Own equipment	5	Outsourced equipment	4	30		
Own equipment	5							
Outsourced equipment	4							
Experience	Provide reference letters on past experiences where you catered for a mass event. <table border="1" data-bbox="651 1865 1209 2040"> <tr> <td>Service provider must have at least 5 years' experience in catering</td> <td>5</td> </tr> <tr> <td>Service provider must have at least 4 years' experience in</td> <td></td> </tr> </table>	Service provider must have at least 5 years' experience in catering	5	Service provider must have at least 4 years' experience in		35		
Service provider must have at least 5 years' experience in catering	5							
Service provider must have at least 4 years' experience in								

	catering	4		
	Service provider must have at least 3 years' experience in catering	3		
+	CATEGORY G:SECURITY		100	
V	Capacity	Provide number of staff to be deployed from the dates provided	30	
		staff with relevant experience		5
		staff with relevant experience		4
S	Experience	Evaluation criteria	40	
		with at least 5 years' experience		5
		at least 4 years relevant experience		4
		at least 3 years relevant experience		3
P	Demarcation	Evaluation Matrix	30	
	Equipment	Own equipment		5
		Outsourced equipment		4
o	CATEGORY H: Transport		100	
r	Capability	Proof of number of buses available or evidence of how will be outsourced and deliver on time.	30	
		Owned buses		5
		Outsourced buses		4
3	Site Inspection to verify buses and drivers		70	
		premises		4
		Condition of buses		5

y Good, 5=Excellent

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
------------------------------------	---------------------------------

1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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.

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. SPECIAL CONDITIONS

- 8.1 DIRCO reserves the right to award the bid to more than one service providers. Bidders are allowed to submit partial bids for each category identified.
- 8.2 Bidders will be required to attend a compulsory briefing session at OR Tambo Building on 9 September at 10:00. All prospective bidders must already be at Reception by 09:45. No late attendees will be allowed after 10:00.
- 8.3 The Bid/Proposal must be properly submitted on or before the closing date and time specified on the invitation and fully completed in ink as per all standard conditions of tender. The Bid documents must be lodged in the tender box at DIRCO, OR TAMBO BUILDING, 460 Soutpansberg Road, Rietondale, Pretoria.

9 GENERAL CONDITION

- 9.1 The General Conditions of Contract will be applicable to this bid;
- 9.2 DIRCO reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contract.
- 9.3 DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of the proposal.
- 9.4 Please take note that DIRCO is not obliged to select any of the bidders submitting proposals.
- 9.5 Evaluation on functionality criteria can only be done on the basis of information which was requested. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.

10 FEES AND PAYMENT SCHEDULE

10.1 Fees must be quoted in South African currency per service tendered. Please ensure that the correct / relevant SBD3.1 (pricing schedule) is completed in full.

10.2 All prices quoted must include VAT; and

10.3 Bidders should take note that DIRCO will only pay the service provider within thirty (30) days, subject to the internal process of payment as per the PFMA, after the receipt of a valid invoice after the service have been rendered and the terms and conditions contained herein are fully complied with.

11 CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 301 8538/ 8537/8594/8674

Prospective Service Providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Tender Box OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0001

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00a.m on the 9 September 2014.

Prospective Service Providers/Bidders are encouraged to submit their proposals before the closing time and date as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held at Department of International Relations and Cooperation, 460 Soutspanberg Road, Rietondale, Pretoria on 9 September 2014 from 10:00a.m and interested bidders are invited to attend.

Non-compliance with any of the above terms and conditions will result in your bid being disqualified.