



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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Reference : **DIRCO 01/2023/2024**
Enquiries : Mr K Mokoro; Mr N Seema; Mr S Molekoa; Mr T Munyai
Telephone : 012 351 0915/ 9198/ 0362/ 8536
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 01/2023/2024**
2. **Invitation for bidders to submit proposals to provide services relating to branding material, promotional material and media buying services for the 15th BRICS Summit which will take place from 22 to 24 august 2023 in Johannesburg, Gauteng.**
3. Required at the Department of international Relations and Cooperation (OR Tambo Building)
4. **Closing date: 27 June 2023; 11 O'clock am**
5. **A non-compulsory virtual briefing session will be held on 13 June 2023 10:00am. Bidders can join a non-compulsory briefing session using a link provided on the website where the tender is advertised.**
6. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD3.1.(a), SBD 3.1(b), SBD 3.1 (c), SBD 3.1 (d), SBD4, SBD6.1 and General Conditions of Contract.
7. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
8. Please make sure that your bid reaches this office before the closing date.
9. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

The envelope can be placed in the bid box at DIRCO New Head office Building, 460 Soutpansberg road Rietondale Pretoria.

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

Yours faithfully

Act 
CHIEF DIRECTOR
DATE: 2023/06/02

Kgoro ya Tirišano le Tšhomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkinge en Samewerking

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE SERVICES RELATING TO BRANDING MATERIAL, PROMOTIONAL MATERIAL AND MEDIA BUYING SERVICES FOR THE 15TH BRICS SUMMIT WHICH WILL TAKE PLACE FROM 22 TO 24 AUGUST 2023 IN JOHANNESBURG, GAUTENG



TERMS OF REFERENCE

Issued by the Government of the Republic of South Africa through its Department of International Relations and Cooperation

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE SERVICES RELATING TO BRANDING MATERIAL, PROMOTIONAL MATERIAL AND MEDIA BUYING SERVICES FOR THE 15TH BRICS SUMMIT WHICH WILL TAKE PLACE FROM 22 TO 24 AUGUST 2023 IN JOHANNESBURG, GAUTENG

1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) invites potential Bidder/s to submit proposals for the provision of services relating to branding material, promotional material, and media buying services for the Brazil, Russia, India, China and South Africa (BRICS) Summit, which will take place at the Sandton Convention Centre (SCC), Johannesburg from 22 to 24 August 2023.

2. BACKGROUND

South Africa will assume the Chairmanship of the BRICS forum during 2023. The BRICS forum convenes annually with discussions representing spheres of political and socio-economic coordination in which member countries have identified several business opportunities and areas of cooperation.

The forum's approach is also informed by the need to deepen, broaden and intensify relations within the grouping and among the individual countries for more sustainable, equitable and mutually beneficial development.

The Chairmanship of the forum is rotated annually among the member states. This year, the Republic of South Africa will host the 15th BRICS Summit from 22 to 24 August 2023 at the SCC, Johannesburg, South Africa.

Considering this, South Africa, through the Department of International Relations and Cooperation (DIRCO), is required to facilitate logistical arrangements for the 15th BRICS Summit, which includes the procurement of branding and marketing services.

3. SCOPE OF WORK

The terms of reference have been divided into four (4) categories of Marketing services that will be required for this all-important event. Bidders may quote DIRCO on more than one category.

Services that will be required for the 15th BRICS Summit are as follows;

- 3.1 branding material,
- 3.2 conference packs,
- 3.3 promotional material, and
- 3.4 media buying services.

The successful Bidder/s will be required to produce, install(pre-Summit) and remove all branding material (post-Summit), as per the prescribed branding sites.

4. SPECIFICATIONS


4.1.1 CATEGORY A: Branding material

Bidders are requested to quote us on branding material for the BRICS Summit as follows:

- Branding of the Sandton Convention Centre,
- Media backdrops,
- Pull-up banners,
- Flag Banners (Outdoor),
- Street pole flags,
- Branded information desks, and
- Plasma screens (on rental).


BRANDING MATERIAL			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	BRANDING OUTSIDE THE SANDTON CONVENTION CENTRE (SCC) PRECINCT	<p>Street Pole Banner Flags (Branding around the SCC block)</p> <ul style="list-style-type: none"> • Dimensions 1,5m x 0,4m • Branding Full colour (Artwork will be provided) • Finishing High Level Full colour Print • Material Nylon • Windproof design • Washable <p>Bidders will be required to:</p> <ul style="list-style-type: none"> • Book/ Secure the branding spaces at the SCC, • Produce the required branding material, • Installation of branding material, and • Removal post-Summit 	X102 flag banners
2.	BRANDING OF THE SANDTON CONVENTION CENTRE (SCC) BUILDING (INSIDE/OUT)	<p>Bidders will be required to:</p> <ul style="list-style-type: none"> ✓ Book/ Secure the branding spaces at the SCC, ✓ Consult the SCC on branding specifications, terms and conditions, ✓ Produce the required branding material, ✓ Installation of branding material, and ✓ Removal post-Summit <p>Branding will be required for the following sites in and outside the SCC Building:</p> <p>i. Outside the building</p> <ul style="list-style-type: none"> – Building Wrap: 5th St – Building Wrap: Maude St – Building Wrap: West St <p>ii. Pavillion Level 5</p> <ul style="list-style-type: none"> – Main Window – Glass Balustrades in foyer – Hanging points at entrance – Bar Counter – Glass panel behind bar – Escalators 	As per specification requirements

		<ul style="list-style-type: none"> - Balustrades at escalators - Lift doors <p>iii. Pavillion Foyer & Committee Rooms Level 4</p> <ul style="list-style-type: none"> - Step Rises - Bar Counter - Glass panel behind bar - Granite walls - Lift doors - Escalators Balustrades at escalators <p>iv. Skywalk Level 3</p> <ul style="list-style-type: none"> - Balustrades at escalators - Glass Pannels overlooking Level 2 - Lift doors - Escalators - Granite walls <p>v. Ballroom Level 2</p> <ul style="list-style-type: none"> - Main Window - Granite walls at escalators Hanging points at entrance - Balustrades at escalators - Lift doors - Escalators - Bar counters - Glass panel behind bar <p>vi. Exhibition 1 Level 0</p> <ul style="list-style-type: none"> - Main Window - Entrance from Maude - Granite walls - Balustrades - Escalators - Exhibition 1 Main Wall - Lift doors - Bar counters - Glass panels on level 1 facing down <p>vii. Exhibition 2 Level -2 (including Café Nala overlooking venue level -1)</p> <ul style="list-style-type: none"> - Exhibition 2 Wall - Escalators - Balustrades - Lift doors - Staircase glass panels 	
3.	BRANDING INSIDE THE MEDIA CENTRE	<p>Branded Welcome desks (on rental)</p> <ul style="list-style-type: none"> - Design 45-degree curved desk with at least one shelf (internal) below counter top, and four high chairs(<i>adjustable</i>) - Desk dimensions ±3m x 0,4m - Branding Full colour (Artwork will be provided) 	X2 Sets

		<p>– Finishing High Level Full colour Print</p> 	
		<p>Drop-down Ceiling banners (Allocated for the Media centre)</p> <ul style="list-style-type: none"> - Dimensions 1,5m x 0,4m - Finishing High Level Full colour Print - Material Vinyl 	X80
		<p>Curved backdrop banners (Interviews)</p> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Curve angle 90-degrees • Material Sublimated fabric (<i>non-transparent</i>) • Finishing High Level Full Colour Print • Branding Full colour (<i>Artwork will be provided</i>) • Supplied with carry bag 	X20
		<p>Branded Decals (Directional signage) (Decals for Temporary structures/ partitioning)</p> <ul style="list-style-type: none"> • Material Vinyl with adhesive application • Size 40x40cm • Slip and scratch resistant 	X100
4.	BRANDING INSIDE THE CONFERENCE VENUE (MEETING ROOMS)	<p>Plenary Backdrop</p> <ul style="list-style-type: none"> • Description Dye sublimated fabric skins supplied with frames, panelling, cladding and lighting • Dimensions 13m(w) x 5m(h) • Branding Full colour (<i>Artwork will be provided</i>) • Finishing High Level Full colour print • N.B.: The backdrop must be built using a Heavyweight structure that is firm, steady and also concealed. 	X2

4.		<p>Pull Up Banners (Meetings, Holding rooms and Directional signage)</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2 000mm(h) • Branding Full colour (Artwork will be provided) • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X40
Branding for side events		<p>Event Backdrop Banners (State banquet and Ministerial reception)</p> <ul style="list-style-type: none"> • Dimensions 15m(w) x 3m(h) • Material Sublimated fabric (non-transparent) • Finishing High Level Full Colour Print • Branding Full colour (Artwork will be provided) • Supplied with carry bag 	X2
		<p>Media Backdrop Banners (External Meetings)</p> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Material Sublimated fabric (non-transparent) • Finishing High Level Full Colour Print • Branding Full colour (Artwork will be provided) • Supplied with carry bag 	X10
		<p>Standard Backdrop Banners (External Meetings)</p> <ul style="list-style-type: none"> • Dimensions 5m(w) x 2.5m(h) • Material Sublimated fabric (non-transparent) • Finishing High Level Full Colour Print • Branding Full colour (Artwork will be provided) • Supplied with carry bag 	X20
		<p>Pull Up Banners</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2 000mm(h) • Branding Full colour (Artwork will be provided) • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X40



		<p>Outdoor branding (Harp Banners) (Outdoor branding for side events)</p> <ul style="list-style-type: none"> • Type Harp (Printed Double-sided) • Dimensions 4m Height • Finishing High Level Full colour Print • Material 100% polyester fabric • Windproof design • Washable Supplied with ground peg and carry bag 	X60
5.	<p>HOTEL BRANDING Branding at hotels where delegations will be accommodated (Hotels tbc)</p>	<p>Wall Banners</p> <ul style="list-style-type: none"> • Dimensions 6m(w) x 3m(h) • Material Vinyl Mesh • Finishing High Level Full Colour Print • Branding Full colour (Artwork will be provided) 	X5 (1 per hotel)
6.	ACCREDITATION BRANDING	<p>Standard Pull Up Banners</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2 000mm(h) • Branding Full colour (Artwork will be provided) • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X20
		<p>Wide base Pull Up Banners (Directional signage for Accreditation purposes)</p> <ul style="list-style-type: none"> • Dimensions 1500mm(w) x 2 000mm(h) • Branding Full colour (Artwork will be provided) • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X10
8.	<p>AIRPORT BRANDING - O.R. Tambo - Lanseria - Waterkloof base</p>	<p>Branded Welcome desks (on rental)</p> <ul style="list-style-type: none"> - Design 45-degree curved desk with at least one shelf (<i>internal</i>) below counter top, and two high chairs (<i>adjustable</i>) - Desk dimensions ±2m x 0,4m - Branding Full colour (Artwork will be provided) - Finishing High Level Full colour Print 	X3 Sets (one set per airport)

			
		<p>Media Backdrops (to be placed behind each information desk)</p> <ul style="list-style-type: none"> • Dimensions 3000 x 2000mm • Material Sublimated fabric (<i>non-transparent</i>) • Aluminium Retractable construction • Supplied with carry bag 	X3 (1 per airport)
		<p>Media Backdrop Banners (Protocol lounge etc.)</p> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Material Sublimated fabric (<i>non-transparent</i>) • Finishing High Level Full Colour Print • Branding Full colour (<i>Artwork will be provided</i>) • Supplied with carry bag 	X10 (allocation per airport to be advised)
		<p>Pull/Roll Up Banner (State Protocol Lounges & dedicated Airport lanes)</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2 000mm(h) • Branding Full Colour • Finishing High Level Full colour Print • Material Lay flat White PVC quality & resolution • Wide Base Aluminium Alloy • Branding Full colour (<i>Artwork to be provided</i>) • Supplied with carry bag 	X30 (allocation per airport to be advised)
		<p>Directional signage (Floor decals at the O.R Tambo Airport for the duration of one week)</p> <ul style="list-style-type: none"> • Material Vinyl • Size 30x20cm • Slip and scratch resistant 	X60
<p>Important note: The Successful Bidder/s will be responsible for: Production, Installation and Breakdown/Removal of Branding Material at all identified venues.</p>			

4.1.2 CATEGORY B: Conference Packs

Bidders are requested to quote us on conference packs for the BRICS Summit as follows:

- Conference bags,
- Notebook with folder sets,
- Executive pens,
- Coffee table books,
- Beaded lanyards, and
- Lapel pins.

BRANDED CONFERENCE PACKS			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	HEADS OF STATE PACKS (X40 pax)	<p><u>Leather briefcase</u></p> <p>Equivalent to the following Quality:</p> <ul style="list-style-type: none"> - Premium African Ostrich leather (Preferably South African product) - Size Fits up to a 14-inch laptop - Design Compact single-gusset - Features Durable cotton lining and YKK zipper - Branding Foiling/ Debossing (<i>Artwork will be provided</i>) <p><u>Example:</u></p> 	X40
		<p><u>Branded A4 Notebook with Leather folder</u></p> <ul style="list-style-type: none"> - Folder quality Adpel Genuine Leather Zipped Folder or equivalent (<i>Preferably South African Product</i>) - Size A4 - Pages 104 lined pages - Branding Foiling (<i>Artwork will be provided</i>) <p><u>Example:</u></p> 	
		<p><u>Branded Executive pen</u></p> <p>Equivalent to the following quality:</p> <ul style="list-style-type: none"> - Parker IM SE Portal fountain pen - Branding: Engraving (<i>Artwork will be provided</i>) 	

Example:



Coffee table book

- Title: **'THE 21 ICONS BOOK'**
- Contributors Harriet Pratten, Adrian Steirn
- Publication Date 01 January 2013
- Publisher Quivertree Publications
- Format Hardback
- ISBN 978-0-992216-90-0
- Format 280mm x 350mm, hard cover, special gilt silver on edges
- Extent 192 pp
- Illustrations 125



5. MINISTERS PACKS
(X75 pax)

Leather Messenger Bag

X75

Equivalent to the following:

- Material Genuine Leather (equivalent to Havana)
- Size Must fit a 15-inch laptop
- Features 2 compartments and 1 zipper pocket inside, 1 Laptop sleeve, and an adjustable shoulder strap and twin grab handles

Example:



Branded A4 Notebook with Leather folder

- Folder quality Adpel or equivalent
- Size A4
- Pages 104 lined pages
- Branding Foiling (*Artwork will be provided*)



Branded Executive pen

Equivalent to the following quality:

- Parker Protea Nitida wood commonly known as "Waboom"
- Chrome finish.
- Branding: Engraving (*Artwork will be provided*)

Example:



Coffee table book

- Title: **'THE 21 ICONS BOOK'**
- Contributors Harriet Pratten, Adrian Steirn
- Publication Date 01 January 2013
- Publisher Quivertree Publications
- Format Hardback
- ISBN 978-0-992216-90-0
- Format 280mm x 350mm, hard cover, special gilt silver on edges
- Extent 192 pp
- Illustrations 125



9. DELEGATES PACKS
(X550 pax)

Laptop trolley bag

- Quality Lazio Laptop Trolley Bag (*or equivalent*)
- Material Refined Nylon
- Size 42.5cm x 35cm x 19cm
- Branding Full colour Screen Print/ Heat Press (*Artwork will be provided*)

Example:



X550

10.

Branded A4 Notebook with folder

- Quality Tribeca
- Folder Material Synthetic leather
- Size 27.3 (l) X 20.5 (w) X 1.5 (h)
- Pages 104 lined pages
- Branding Foiling (*Artwork will be provided*)

Example:



Branded Executive Metal/ Aluminium pen

- Description Aluminium Rollerball pen
- Pen colour Laque black with Gold trim
- Ink Black
- Branding Laser Engraving (*Artwork will be provided*)

Crotchet beaded lanyards with silver hook

- Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo)
- Size 40cm (Diameter)
- Lanyards must feature lobster hooks

Example:



Lapel pin

- Pin type Two piece Metal (brass), with magnetic backing
- Size ±24mm
- Finishing Dome decal/ gel
- Branding Full colour (*Artwork will be provided*)

Power banks

- Quality Pellaton 10 Compact 10000mAh (*or Equivalent*)
- Materia Aluminium & ABS Plastic
- Size 14cm (l) x 7cm (w) x 1.4cm (h)
- Capacity 10000mAh
- Branding Laser Engraving (*Artwork will be provided*)

Other features:

- 10000mAh Lithium Polymer Battery
- Input: 5V/2A via both Type-C and Micro USB port
- Output: 5V/2A
- Recharge Time: 6 Hours
- Discharge Time: 4 Hours
- Approximately 500 cycles
- A micro USB port and a Type-C port
- LED Light Power Capacity Indicator
- 27cm Charging Cable



**15. MEDIA PACKS
(X1000)**

Branded Backpack

- Quality Volkano Smart Deux Dobby (or equivalent)
- Features Adjustable Twin padded shoulder straps with top grab handle and luggage sleeve, Splashproof body, and Integrated 3 Dial TSA combination lock.
- Branding Print (*Artwork will be provided*)

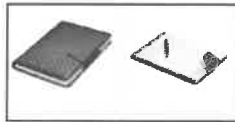
Example:



Branded A5 Notebook

- Quality Matisse Midi Hard Cover Notebook (*or equivalent*)
- Size 21.8(l) x 14.5(w) x 1.8(h) cm
- Pages 208 lined pages (104 sheets)
- Branding Foiling (*Artwork will be provided*)

Example:



Branded pen

- Description Ball pen
- Pen colour Black
- Ink Black
- Branding Print (*Artwork will be provided*)

X1000

Power banks

- Quality Pellaton 10 Compact
10000mAh (or Equivalent)
- Materia Aluminium & ABS Plastic
- Size 14cm (l) x 7cm (w) x 1.4cm (h)
- Capacity 10000mAh
- Branding Laser Engraving (Artwork will be provided)

Other features:

- 10000mAh Lithium Polymer Battery
- Input: 5V/2A via both Type-C and Micro USB port
- Output: 5V/2A
- Recharge Time: 6 Hours
- Discharge Time: 4 Hours
- Approximately 500 cycles
- A micro USB port and a Type-C port
- LED Light Power Capacity Indicator
- 27cm Charging Cable



**NOTE: The Successful Bidder/s will be required to insert all the above items into the conference bags (as per the required quantities), before delivery.
The Successful bidder/s will also be required to provide at least three (3) samples of each item outlined in the specifications**

4.1.3 CATEGORY C: Promotional Material

Bidders are requested to quote us on branded promotional material for the BRICS Summit as follows:

Roadshow promotional material:

- Caps,
- T-shirts,
- Lanyard,
- Key rings,
- Umbrella, and
- Cotton tote bag.


Uniform

- T-shirts
- Work suites
- Women's scarves, and
- Men's ties.

Conference stationery

- Beaded lanyards & plastic sleeves/ accreditation pouches

PROMOTIONAL MATERIAL			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	<p>PROMOTIONAL MATERIAL FOR THE BRICS SUMMIT ROADSHOWS</p> <p>X11 Roadshows as follows:</p> <ul style="list-style-type: none"> - X2 Eastern Cape - X1 Free State - X1 KZN - X1 Limpopo - X2 Mpumalanga - X1 Northwest - X2 Northern Cape - X1 Western Cape 	<p>Cotton Twill cap</p> <ul style="list-style-type: none"> - 6-panel low-profile construction - Adjustable cloth strap with antiqued brass buckle - Hide away strap laminated buckram 100 % cotton brushed twill - Colour: White - Size Medium fit - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) <p>T-shirts</p> <ul style="list-style-type: none"> - Short sleeve with superior 1X1 neck rib - Double stitched hem and sleeves - 100% Combed cotton produced from finest yarns - Colour White - Sizes S, M, L, XL & XXL (<i>20% each</i>) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 	<p>X5,500 (500 per programme)</p>

		<ul style="list-style-type: none"> - Size 146cm (l) - Colour/s RSA Flag colours 	
6.	Lanyards and Accreditation sleeve/ pouch	<p>Crotchet beaded lanyards with silver hook</p> <ul style="list-style-type: none"> - Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo) - Size 40cm (Diameter) - Lanyards must feature lobster hooks <p>Example:</p> 	X3,500
		<p>Accreditation pouches/ sleeves</p> <ul style="list-style-type: none"> - Material PVC - Size 9.5cm (w) x 14.5cm (h) - Colour Clear 	
<p>NOTE: The Successful bidder/s will be required to provide at least three (3) samples for each item outlined in the specifications</p>			

4.1.4 CATEGORY D: Media Buying Services

Bidders are requested to quote the Department on the following Media Buying Services for the BRICS Summit:

- Placement of radio advertisements
- Placement of print advertisements
- Placement of billboards

MEDIA BUYING			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	Placement of: Radio Advertisements	<p>4 Week National Campaign (27 July – 24 August 2023)</p> <p>Service Providers are requested to assist with the placement of radio adverts on the following national stations;</p> <ul style="list-style-type: none"> ✓ SA FM ✓ Jakaranda FM ✓ Umhlobo Wenene FM ✓ Motsweding FM ✓ Thobela FM <p>ADVERT SPECIFICATIONS</p> <ul style="list-style-type: none"> • Number of Stations X5 	<p>X2 Bursts per day, Per Station over 29 days</p> <p>Overall bursts=290Bursts (58 per station)</p>

		<ul style="list-style-type: none"> • Segments <i>station)</i> X1 Morning show (<i>per</i> <i>station)</i> X1 Afternoon show (<i>per</i> • Length of Advert/s 30 seconds • Duration X2 Bursts per day, per station for 29 days <p>N.B.: Adverts will be produced and provided by the Department (DIRCO)</p>	
2.	Placement of: Print Advertisements	<p>4 Week Media Campaign (27 July – 24 August 2023)</p> <p>Service Providers are requested to assist with the placement of adverts in the following newspaper publications;</p> <ul style="list-style-type: none"> ✓ City Press ✓ Sunday Times ✓ Beeld ✓ The Sowetan <p><u>ADVERT SPECIFICATIONS</u></p> <ul style="list-style-type: none"> • Size 90h X 205w mm • Trim 95h X235w mm • Bleed 100h X 245w m • Artwork to be provided by DIRCO • Finish Full colour • Quantity X1 Burst per publication per week <p>N.B.: Artwork will be provided by the Department (DIRCO)</p>	X1 Placement per Publication per week

3.	Billboard Advertising	<p>Bidder/s are requested to assist with five (5) Billboard applications for the duration of four (4) weeks at the following sites:</p> <p><u>Sandton area</u></p> <ul style="list-style-type: none"> a) Billboard directed at traffic travelling from Sandton Drive towards Hyde Park corner. (Area: Hyde Park Ext 39, Gauteng) b) Billboard on Katherine Drive, directed at traffic travelling from Grayston Drive towards Sandton (Area: Sandown Ext 3, Gauteng) c) Billboard facing traffic travelling towards Bryanston (Area: Bryanston, Gauteng) <p><u>O.R. Tambo International Airport Area</u></p> <ul style="list-style-type: none"> d) Billboard on R21 (Site number: 115040-01) e) Billboard on R21 (15077-01) <p>• <u>Duration: 27 July – 24 August 2023</u></p> <p>N.B.: Artwork will be provided by the Department (DIRCO)</p>	X5 Billboards
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VALIDITY OF PERIOD OF QUOTATION

Validity period from date of closure: 120 days

4 EVALUATION METHODOLOGY

4.1 Phase 1: Responsive Criteria

All potential Bidders must comply with all minimum requirements in order to qualify for the next stage of the evaluation process. The minimum requirements which must be fully and comprehensively met are as follows:

Requirements

- 4.1.1 Completed Central Supplier Database (CSD) report,
- 4.1.2 Submission of a completed and signed pricing schedule, (SBD 3.1) VAT inclusive,
- 4.1.3 All relevant Standard Bid Documentation (SBD) must be completed, signed, and submitted, SBD 1, SBD4, SBD6.1,
- 4.1.4 In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.
- 4.1.5 In cases where services will be sub-contracted, Bidders need to have concluded a valid agreement with his/her externally sourced service provider which will render service/s on behalf of the successful bidder. Proof of agreement must be provided.

NOTE: Bidder/s failing to comply with or submit any of the above information will be regarded as submitting a non-responsive bid.

A non-compulsory virtual briefing session will be held on 13 June 2023 10:00am. Bidders can join a non-compulsory briefing session using a link provided on the website where the tender is advertised.

4.2 Phase 2: Functionality criteria

4.2.1 A panel will evaluate all proposals for functionality

4.2.2 A Bidder/s that scores less than 60% in any of the categories will be regarded as having submitted a non-responsive bid and will be disqualified.

4.2.3 A bid proposal shall be deemed successful only after written notice is given by DIRCO to the successful Bidder/s and an agreement (that may be a Service Level Agreement or SLA) has been validly entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.

Phase 2: Functionality Criteria

The evaluation criteria and its weights are as follows:

Criteria		Weight										
CATEGORY A: BRANDING MATERIAL												
Experience	<p>Bidders are requested to provide a company profile (provide photographic evidence and background information demonstrating experience of similar events) demonstrating a minimum of five (5) years' experience in providing Branding Material.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4</td> </tr> <tr> <td>Experience of Nine (9) years or more</td> <td>5</td> </tr> </table>	Five (5) years' experience	1	Six (6) year' experience	2	Seven (7) years' experience	3	Eight (8) years' experience	4	Experience of Nine (9) years or more	5	40
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Capability	<p>Provide the testimonial letters from contactable existing/recent clients whom similar work has been done and whom DIRCO may contact for reference check.</p> <p>The letter must include the following to be deemed valid.</p> <ul style="list-style-type: none"> • Company name • A brief description of the service that you provided and the level of satisfaction • Contact name • Address • Contact number • Duration of contact <p>Evaluation Matrix</p> <table border="1"> <tr> <td>1 Testimonial</td> <td>1</td> </tr> <tr> <td>2 Testimonials</td> <td>2</td> </tr> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 Testimonials</td> <td>5</td> </tr> </table>	1 Testimonial	1	2 Testimonials	2	3 Testimonials	3	4 Testimonials	4	5 Testimonials	5	40
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14 days (<i>including weekend</i>)	3											
7 days (<i>including weekend</i>)	4											
3 days/72 hours (<i>including weekend</i>)	5											

CATEGORY B: CONFERENCE PACKS												
Experience	<p>Bidders are requested to provide profiles (provide photographic evidence and background information demonstrating experience of similar events) demonstrating a minimum of five (5) years' experience Conference Packs.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4</td> </tr> <tr> <td>Experience of Nine (9) years or more</td> <td>5</td> </tr> </table>	Five (5) years' experience	1	Six (6) year' experience	2	Seven (7) years' experience	3	Eight (8) years' experience	4	Experience of Nine (9) years or more	5	40
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3 days/72 hours (including weekend)	5											
CATEGORY C: PROMOTIONAL MATERIAL												
Experience	<p>Bidders are requested to provide profiles (provide photographic evidence and background information demonstrating experience of similar events) demonstrating experience in providing Promotional Material.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4</td> </tr> </table>	Five (5) years' experience	1	Six (6) year' experience	2	Seven (7) years' experience	3	Eight (8) years' experience	4	40		
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CATEGORY D: MEDIA BUYING SERVICES

<p>Experience</p>	<p>Bidders are requested to provide a company profile (provide photographic evidence and background information demonstrating experience of similar events) demonstrating a minimum of five (5) years' experience Media Buying services.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4</td> </tr> <tr> <td>Experience of Nine (9) years or more</td> <td>5</td> </tr> </table>	Five (5) years' experience	1	Six (6) year' experience	2	Seven (7) years' experience	3	Eight (8) years' experience	4	Experience of Nine (9) years or more	5	<p>40</p>
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5.3 Phase 3: Price and Preference Criteria

5.3.1 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:

Table 1 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points (5)	
81-100	5	
61-80	4	
41-60	3	
21-40	2	
1-20	1	
0%	0	
Percentage (%) Ownership by Women	Points (8)	
91-100	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0	0	
Percentage (%) Ownership by Youth	Points (6)	
81-100	6	
71-80	5	
61-70	4	

41-60	3	
31-40	2	
1-30	1	
0	0	
Percentage (%) Ownership by Disability	Points (1)	
1-100	1	
0%	0	

6 SPECIAL CONDITIONS

- 6.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 6.2 The department reserves the right to partially award the bid.
- 6.3 In the case of inferior quality of items required being delivered to the Department, a reduction in price will be affected on the final invoice.
- 6.4 DIRCO reserves a right to contact/visit all the references/testimonial letters provided by the services providers.

7 GENERAL CONDITIONS

- 7.1 The Government General Procurement Conditions of Contract (“GCC”) will be applicable to this bid.
- 7.2 DIRCO will enter into a Service Level Agreement (hereinafter referred to as “SLA”) with the successful Bidder/s to supplement the GCC. The requirements and provisions contained herein will form an integral part of the SLA. The SLA will, among others, govern the relationship between the parties, ensure that services are provided according to specified standards and within stipulated timeframes and to provide for remedies for under/poor performance and non-compliance with terms and conditions contained in this TOR and the SLA.
- 7.3 DIRCO reserves the right to appoint more than one Bidder
- 7.4 The bid evaluation will only be done on the basis of information that was requested and provided.
- 7.5 The bid evaluation process will not create any obligations on the part of DIRCO to make use of any proposed services.
- 7.6 Acceptance of any proposal shall only indicate a willingness to include the information into an analysis or to commence negotiations and shall not place any other duties, obligations or liabilities on DIRCO of any nature of whatsoever kind. DIRCO will not be under any obligation/s to furnish any formal acceptance or non-acceptance of any information presented.
- 7.7 All documents submitted in response to this proposal shall become the property of DIRCO with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by the Bidder/s.

- 7.8 DIRCO reserves the right and full discretion to:
- 7.8.1 Withdraw from this process and the provisions of the bid at any time;
 - 7.8.2 Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part;
- 7.9 The Department's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection.
- 7.10 A bid proposal shall be deemed successful only after written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.
- 7.11 Receipt of a proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR are met, nor does it limit DIRCO's right to negotiate in its best interest.
- 7.12 Bidder/s confirm that they have read, understood and accept all the terms and conditions contained in this TOR which will form an integral part of the SLA.
- 7.13 DIRCO reserves the right to invite Bidders to present or otherwise demonstrate their proposals to clarify aspects that are required as part of the evaluation process, at the Bidder's own cost.
- 7.14 DIRCO will not be responsible for, or pay, any expenses or losses which may be incurred by any Bidder/s in the preparation and submission of the bid proposal. Costs incurred for the preparation of the proposal shall be for each Bidder's own account.
- 7.15 If the Bidder/s is a company, a certified copy of the resolution of the Board of Directors (personally signed by the Chairperson of the Board) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 7.16 If the Bid is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 7.17 In the event that the Bid is submitted by a consortium or joint venture, such Bid must be signed by the Lead Member. Proof of authorisation of the Lead Member to act on behalf of the consortium must be included in the Bid. A copy of the agreement entered into by the consortium partners or joint venture partners for purposes of this Bid, which clearly indicates the relationship between the parties and the selection of the Lead Member, must be provided.
- 7.18 If the Bidder is a close corporation, a certified copy of the resolution of a meeting of members (signed by all the members) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the close corporation, must be submitted with this bid proposal.
- 7.19 If the Bidder is a trust, a certified copy of the resolution of a meeting of trustees (signed by the authorised trustee) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the trust, must be submitted with this bid proposal.

- 7.20 Failure to comply with clauses 8.15 to 8.19 (as applicable) will result in the disqualification of the bid proposal.
- 7.21 If a Bidder/s and/or its partner/s or sub-contractor/s, or any other person employed by him/her/it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO any commission, gratuity, gift or other consideration, shall be immediately disqualified from the entire bidding process irrespective of the date on which such information was brought to the Department's attention. In addition, DIRCO shall have the right to summarily and without recourse to law, (however, without prejudice to any other legal remedies available to the Department), hold the disqualified Bidder/s and/or its partner/s or sub-contractor/s liable for any damages, losses, costs and expenses it may have sustained as a result thereof.
- 7.22 All information and pricing will be treated as strictly confidential and will be used for the evaluation of the bid only. No information will be disclosed to parties outside of the bid evaluation committee.
- 7.23 Before, during and after the entire tender prospective Bidders must obtain written approval from DIRCO prior to the release of any information, whether in part or whole, that pertains to the potential work or activities contained in this TOR, the SLA or any other correspondences of whatsoever nature. Failure to adhere to this requirement will result in immediate disqualification from the entire tender process and if a SLA is concluded between the Parties, DIRCO reserves the right to institute legal proceedings against the Bidder/s.
- 7.24 DIRCO will treat all proposals as confidential until the tender process has been completed and the tender has been awarded to the successful Bidder/s. Thereafter, proposals and related documentation may be made available for inspection at DIRCO's sole discretion, except for material that is proprietary or confidential. DIRCO will not disclose or make public any information which the Bidder/s have marked "*proprietary*" or "*confidential*".
- 7.25 Bidder/s should take note that the Department will endeavour to, subject to DIRCO's internal procurement and payment policies, pay the Bidder/s within 30 days after receipt of an invoice following the rendering of services to the Department's satisfaction.

8 FEES AND PAYMENT SCHEDULE (if partly sponsored)

- 8.1 Fees must be quoted in South African currency;
- 8.2 All prices quoted must include VAT; and
- 8.3 Bidders should take note that DIRCO will pay any amount due within thirty (30) days after the receipt of invoice and the service has been rendered.

9 CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management, Mr K Mokoro at mokorok@dirco.gov.za, 012 351 0915 and documents to be submitted to the address below:

Prospective Bidder/s should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

Per Hand
Bid Nr. DIRCO

Tender Box
Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road

PRETORIA
0001

Submissions must be hand delivered to the mentioned addresses on or before 11h00 on the closing date 27 June 2023.

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

E-mail or faxed submissions shall not be accepted.

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

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION					
BID NUMBER:	DIRCO 01-2023/24	CLOSING DATE:	27/06/2023	CLOSING TIME:	11:00am
DESCRIPTION	INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE SERVICES RELATING TO BRANDING MATERIAL, PROMOTIONAL MATERIAL AND MEDIA BUYING SERVICES FOR THE 15TH BRICS SUMMIT WHICH WILL TAKE PLACE FROM 22 TO 24 AUGUST 2023 IN JOHANNESBURG, GAUTENG				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION					
460 SOUTPANSBERG ROAD RIETONDALE					
PRETORIA					
0084					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?		<input type="checkbox"/> No			<input type="checkbox"/> No
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
			NAME:		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

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

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: DIRCO 01-2023/2024
Closing date 27/06/2023 Time 11:00am

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)


1. CATEGORY A: BRANDING MATERIAL


Bidders are requested to quote us on branding material for the BRICS Summit as follows:

- Branding of the Sandton Convention Centre,
- Media backdrops,
- Pull-up banners,
- Flag Banners (Outdoor),
- Street pole flags,
- Branded information desks, and
- Plasma screens (on rental).

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	PRICE OFFERED IN RANDS
1.	BRANDING OUTSIDE THE SANDTON CONVENTION CENTRE (SCC) PRECINCT	<p>Street Pole Banner Flags <i>(Branding around the SCC block)</i></p> <ul style="list-style-type: none"> • Dimensions 1,5m x 0,4m • Branding Full colour <i>(Artwork will be provided)</i> • Finishing High Level Full colour Print • Material Nylon • Windproof design • Washable <p>Bidders will be required to:</p> <ul style="list-style-type: none"> • Book/ Secure the branding spaces at the SCC, 	X102 flag banners	


		<ul style="list-style-type: none"> • Produce the required branding material, • Installation of branding material, and • Removal post-Summit 		
2.	BRANDING OF THE SANDTON CONVENTION CENTRE (SCC) BUILDING (INSIDE/OUT)	<p>Bidders will be required to:</p> <ul style="list-style-type: none"> ✓ Book/ Secure the branding spaces at the SCC, ✓ Consult the SCC on branding specifications, terms and conditions, ✓ Produce the required branding material, ✓ Installation of branding material, and ✓ Removal post-Summit <p>Branding will be required for the following sites in and outside the SCC Building:</p> <p>i. <u>Outside the building</u></p> <ul style="list-style-type: none"> - Building Wrap: 5th St - Building Wrap: Maude St - Building Wrap: West St <p>ii. <u>Pavillion Level 5</u></p> <ul style="list-style-type: none"> - Main Window - Glass Balustrades in foyer - Hanging points at entrance - Bar Counter - Glass panel behind bar - Escalators - Balustrades at escalators - Lift doors <p>iii. <u>Pavillion Foyer & Committee Rooms Level 4</u></p> <ul style="list-style-type: none"> - Step Rises - Bar Counter - Glass panel behind bar - Granite walls - Lift doors - Escalators Balustrades at escalators <p>iv. <u>Skywalk Level 3</u></p> <ul style="list-style-type: none"> - Balustrades at escalators - Glass Pannels overlooking Level 2 - Lift doors - Escalators - Granite walls 	As per specification requirements	

		<p>v. Ballroom Level 2</p> <ul style="list-style-type: none"> - Main Window - Granite walls at escalators - Hanging points at entrance - Balustrades at escalators - Lift doors - Escalators - Bar counters - Glass panel behind bar <p>vi. Exhibition 1 Level 0</p> <ul style="list-style-type: none"> - Main Window - Entrance from Maude - Granite walls - Balustrades - Escalators - Exhibition 1 Main Wall - Lift doors - Bar counters - Glass panels on level 1 facing down <p>vii. Exhibition 2 Level -2 (including Café Nala overlooking venue level -1)</p> <ul style="list-style-type: none"> - Exhibition 2 Wall - Escalators - Balustrades - Lift doors - Staircase glass panels 		
3.	BRANDING INSIDE THE MEDIA CENTRE	<p>Branded Welcome desks (on rental)</p> <ul style="list-style-type: none"> - Design 45-degree curved desk with at least one shelf (internal) below counter top, and four high chairs(<i>adjustable</i>) - Desk dimensions ±3m x 0,4m - Branding Full colour (Artwork will be provided) - Finishing High Level Full colour Print 	X2 Sets	

	<p>Wall-to-wall branding (Arrival walkway)</p> <ul style="list-style-type: none"> • Dimensions ±200m(l) x 4m(h) • Material Vinyl (or similar material, to be applied onto temporary wall structure) • Finishing High Level Full • Colour Print • Branding Full colour <i>(Artwork will be provided)</i> <p>Example:</p> 	X1 (on both sides of the hallway)	
	<p>Backdrop banners <i>(Meetings, Holding rooms & 'Meet and greet' opportunities)</i></p> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Material Sublimated fabric <i>(non-transparent)</i> • Finishing High Level Full • Colour Print • Branding Full colour <i>(Artwork will be provided)</i> • Supplied with carry bag 	X20	
	<p>Pull Up Banners <i>(Meetings, Holding rooms and Directional signage)</i></p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2000mm(h) • Branding Full colour <i>(Artwork will be provided)</i> • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy 	X40	

Branding for side events	Event Backdrop Banners <i>(State banquet and Ministerial reception)</i> <ul style="list-style-type: none"> • Dimensions 15m(w) x 3m(h) • Material Sublimated fabric <i>(non-transparent)</i> • Finishing High Level Full Colour Print • Branding Full colour <i>(Artwork will be provided)</i> • Supplied with carry bag 	X2	
	Media Backdrop Banners <i>(External Meetings)</i> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Material Sublimated fabric <i>(non-transparent)</i> • Finishing High Level Full Colour Print • Branding Full colour <i>(Artwork will be provided)</i> • Supplied with carry bag 	X10	
	Standard Backdrop Banners <i>(External Meetings)</i> <ul style="list-style-type: none"> • Dimensions 5m(w) x 2.5m(h) • Material Sublimated fabric <i>(non-transparent)</i> • Finishing High Level Full Colour Print • Branding Full colour <i>(Artwork will be provided)</i> • Supplied with carry bag 	X20	
	Pull Up Banners	X40	

		<ul style="list-style-type: none"> • Dimensions 850mm(w) x 2000mm(h) • Branding Full colour <i>(Artwork will be provided)</i> • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 		
		<p>Outdoor branding (Harp Banners) <i>(Outdoor branding for side events)</i></p> <ul style="list-style-type: none"> • Type Harp (Printed Double-sided) • Dimensions 4m Height • Finishing High Level Full colour Print • Material 100% polyester fabric • Windproof design • Washable Supplied with ground peg and carry bag 	X60	
5.	<p>HOTEL BRANDING Branding at hotels where delegations will be accommodated <i>(Hotels tbc)</i></p>	<p>Wall Banners</p> <ul style="list-style-type: none"> • Dimensions 6m(w) x 3m(h) • Material Vinyl Mesh • Finishing High Level Full Colour Print • Branding Full colour <i>(Artwork will be provided)</i> 	X5 (1 per hotel)	
6.	<p>ACCREDITATION BRANDING</p>	<p>Standard Pull Up Banners</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2000mm(h) • Branding Full colour <i>(Artwork will be provided)</i> • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X20	

7.		<p>Wide base Pull Up Banners (Directional signage for Accreditation purposes)</p> <ul style="list-style-type: none"> • Dimensions 1500mm(w) x 2000mm(h) • Branding Full colour (Artwork will be provided) • Material Lay flat White PVC quality & resolution • Finishing High Level Full colour Print • Wide Base Aluminium Alloy • Supplied with carry bag 	X10	
8.	<p>A I R P O R T BRANDING</p> <ul style="list-style-type: none"> - O.R. Tambo - Lanseria - Waterkloof base 	<p>Branded Welcome desks (on rental)</p> <ul style="list-style-type: none"> - Design 45-degree curved desk with at least one shelf (<i>internal</i>) below counter top, and two high chairs (<i>adjustable</i>) - Desk dimensions ±2m x 0,4m - Branding Full colour (Artwork will be provided) - Finishing High Level Full colour Print 	X3 Sets (<i>one set per airport</i>)	
		<p>Media Backdrops (to be placed behind each information desk)</p> <ul style="list-style-type: none"> • Dimensions 3000 x 2000mm • Material Sublimated fabric (<i>non-transparent</i>) • Aluminium Retractable construction • Supplied with carry bag 	X3 (<i>1 per airport</i>)	
		<p>Media Backdrop Banners (Protocol lounge etc.)</p> <ul style="list-style-type: none"> • Dimensions 8m(w) x 3m(h) • Material Sublimated fabric (<i>non-transparent</i>) • Finishing High Level Full Colour Print 	X10 (<i>allocation per airport to be advised</i>)	

	<ul style="list-style-type: none"> • Branding Full colour (Artwork will be provided) • Supplied with carry bag 		
	<p>Pull/Roll Up Banner (State Protocol Lounges & dedicated Airport lanes)</p> <ul style="list-style-type: none"> • Dimensions 850mm(w) x 2000mm(h) • Branding Full Colour • Finishing High Level Full colour Print • Material Lay flat White PVC quality & resolution • Wide Base Aluminium Alloy • Branding Full colour (Artwork to be provided) • Supplied with carry bag 	X30 (allocation per airport to be advised)	
	<p>Directional signage (Floor decals at the O.R Tambo Airport for the duration of one week)</p> <ul style="list-style-type: none"> • Material Vinyl • Size 30x20cm • Slip and scratch resistant 	X60	
Total			
VAT 15%			
Total Bid Price Offered			

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

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: DIRCO 01-2023/2024
Closing date 27/06/2023 Time 11:00am

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

2. CATEGORY B: BRANDED CONFERENCE PACKS

Bidders are requested to quote us on conference packs for the BRICS Summit as follows:

- Conference bags,
- Notebook with folder sets,
- Executive pens,
- Coffee table books,
- Beaded lanyards, and
- Lapel pins.

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	PRICE OFFERED IN RAND
1.	HEADS OF STATE PACKS <i>(X40 pax)</i>	Leather briefcase Equivalent to the following Quality: – Premium African Ostrich leather (Preferably South African product) – Size (Fits up to a 14-inch laptop) – Design (Compact single-gusset) – Features (Durable cotton lining and YKK zipper) – Branding Foiling/ Debossing (<i>Artwork will be provided</i>)	X40	

Example:



Branded A4 Notebook with Leather folder

- Folder quality (Adpel Genuine Leather Zipped Folder *or equivalent* (Preferably South African Product)
- Size A4
- Pages 104 lined pages
- Branding Foiling (*Artwork will be provided*)

Example:



Branded Executive pen

Equivalent to the following quality:

- Parker IM SE Portal fountain pen
- Branding: Engraving (*Artwork will be provided*)




Example:



Coffee table book

- Title: **'THE 21 ICONS BOOK'**
- Contributors Harriet Pratten, Adrian Steirn
- Publication Date 01 January 2013
- Publisher Quivertree Publications
- Format Hardback
- ISBN 978-0-992216-90-0
- Format 280mm x 350mm, hard cover, special gilt silver on edges
- Extent 192 pp
- Illustrations 125



<p>5.</p>	<p>MINISTERS PACKS (X75 pax)</p>	<p>Leather Messenger Bag</p> <p>Equivalent to the following:</p> <ul style="list-style-type: none"> - Material Genuine Leather (equivalent to Havana) - Size Must fit a 15-inch laptop - Features 2 compartments and 1 zipper pocket inside, 1 Laptop sleeve, and an adjustable shoulder strap and twin grab handles <p>Example:</p> 	<p>X75</p>	
		<p>Branded A4 Notebook with Leather folder</p> <ul style="list-style-type: none"> - Folder quality Adpel or equivalent - Size A4 - Pages 104 lined pages - Branding Foiling (<i>Artwork will be provided</i>) 		
		<p>Branded Executive pen</p> <p>Equivalent to the following quality:</p> <ul style="list-style-type: none"> - Parker Protea Nitida wood commonly known as "Waboom" - Chrome finish. - Branding: Engraving (<i>Artwork will be provided</i>) <p>Example:</p> 		

8.

Coffee table book

- Title: **'THE 21 ICONS BOOK'**
- Contributors Harriet Pratten, Adrian Steirn
- Publication Date 01 January 2013
- Publisher Quivertree Publications
- Format Hardback
- ISBN 978-0-992216-90-0
- Format 280mm x 350mm, hard cover, special gilt silver on edges
- Extent 192 pp
- Illustrations 125



9.

DELEGATES PACKS
(X550 pax)

Laptop trolley bag

X550

- Quality Lazio Laptop Trolley Bag (or equivalent)
- Material Refined Nylon
- Size 42.5cm x 35cm x 19cm
- Branding Full colour Screen Print/ Heat Press (*Artwork will be provided*)

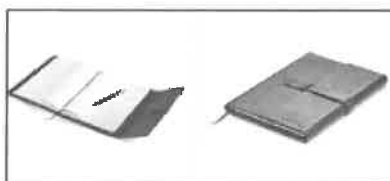
Example:



Branded A4 Notebook with folder

- Quality Tribeca
- Folder Material Synthetic leather
- Size 27.3 (l) X 20.5 (w) X 1.5 (h)
- Pages 104 lined pages
- Branding Foiling (*Artwork will be provided*)

Example:



11.

Branded Executive Metal/ Aluminium pen

- Description Aluminium Rollerball pen
- Pen colour Laque black with Gold trim
- Ink Black
- Branding Laser Engraving
(Artwork will be provided)

Crotchet beaded lanyards with silver hook

- Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo)
- Size 40cm (Diameter)
- Lanyards must feature lobster hooks

Example:



Lapel pin

- Pin type Two piece Metal (brass), with magnetic backing
- Size ±24mm
- Finishing Dome decal/ gel
- Branding Full colour
(Artwork will be provided)

Power banks

- Quality Pellaton 10 Compact 10000mAh *(or Equivalent)*
- Materia Aluminium & ABS Plastic
- Size 14cm (l) x 7cm (w) x 1.4cm (h)
- Capacity 10000mAh
- Branding Laser Engraving
(Artwork will be provided)

Other features:

- 10000mAh Lithium Polymer Battery
- Input: 5V/2A via both Type-C and Micro USB port
- Output: 5V/2A
- Recharge Time: 6 Hours
- Discharge Time: 4 Hours
- Approximately 500 cycles

- A micro USB port and a Type-C port
- LED Light Power Capacity Indicator
- 27cm Charging Cable



**15. MEDIA PACKS
(X1000)**

Branded Backpack

X1000

- Quality Volkano Smart Deux Dobby (or equivalent)
- Features Adjustable Twin padded shoulder straps with top grab handle and luggage sleeve, Splashproof body, and Integrated 3 Dial TSA combination lock.
- Branding Print (*Artwork will be provided*)

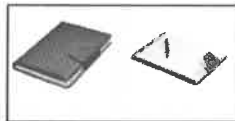
Example:



Branded A5 Notebook

- Quality Matisse Midi Hard Cover Notebook (*or equivalent*)
- Size 21.8(l) x 14.5(w) x 1.8(h) cm
- Pages 208 lined pages (104 sheets)
- Branding Foiling (*Artwork will be provided*)

Example:



Branded pen

- Description Ball pen
- Pen colour Black
- Ink Black
- Branding Print (*Artwork will be provided*)

Power banks

- Quality Pellaton 10 Compact 10000mAh (*or Equivalent*)
- Materia Aluminium & ABS Plastic

- Size 14cm (l) x 7cm (w) x 1.4cm (h)
- Capacity 10000mAh
- Branding Laser Engraving
(Artwork will be provided)

Other features:

- 10000mAh Lithium Polymer Battery
- Input: 5V/2A via both Type-C and Micro USB port
- Output: 5V/2A
- Recharge Time: 6 Hours
- Discharge Time: 4 Hours
- Approximately 500 cycles
- A micro USB port and a Type-C port
- LED Light Power Capacity Indicator
- 27cm Charging Cable



Total	
VAT 15%	
Total Bid Price Offered	

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

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: DIRCO 01-2023/2024
Closing date 27/06/2023 Time 11:00am

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

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3. CATEGORY C: PROMOTIONAL MATERIAL

Bidders are requested to quote us on branded promotional material for the BRICS Summit as follows:

Roadshow promotional material:

- Caps,
- T-shirts,
- Lanyard,
- Key rings,
- Umbrella, and
- Cotton tote bag.

Uniform:

- T-shirts
- Work suites
- Women's scarves, and
- Men's ties.

Conference stationery:

- Beaded lanyards & plastic sleeves/ accreditation pouches

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	
1.	<p>PROMOTIONAL MATERIAL FOR THE BRICS SUMMIT ROADSHOWS</p> <p>X11 Roadshows as follows:</p> <ul style="list-style-type: none"> - X2 Eastern Cape - X1 Free State - X1 KZN - X1 Limpopo - X2 Mpumalanga - X1 Northwest - X2 Northern Cape - X1 Western Cape 	<p>Cotton Twill cap</p> <ul style="list-style-type: none"> - 6-panel low-profile construction - Adjustable cloth strap with antiqued brass buckle - Hide away strap laminated buckram 100 % cotton brushed twill - Colour: White - Size Medium fit - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) <p>T-shirts</p> <ul style="list-style-type: none"> - Short sleeve with superior 1X1 neck rib - Double stitched hem and sleeves - 100% Combed cotton produced from finest yarns - Colour White - Sizes S, M, L, XL & XXL (<i>20% each</i>) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) <p>Branded Lanyard</p> <ul style="list-style-type: none"> - Material Nylon - Size 40cm (Diameter)15mm (width) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) <p>Branded Umbrella</p> <ul style="list-style-type: none"> - Design 3-Fold - Material Polyester - Size 90cm (l) x 24cm (w) - (Open) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) <p>Keyrings</p> <ul style="list-style-type: none"> - Material Zinc Alloy - Size 4.9cm (l) x 2.3cm (w) - Branding Full colour Digital Dome Stick (<i>Artwork will be provided</i>) <p>Branded Cotton tote bag</p> <ul style="list-style-type: none"> - Material 140g Cotton 	X5,500 (500 per programme)	

		<ul style="list-style-type: none"> - Size 38cm (w) x 42cm (h) x 9cm (d) - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 		
2.	UNIFORM <i>(Officials who will be working on Outreach Programmes)</i>	Branded work suites (overalls)	X50	
		<ul style="list-style-type: none"> - Material:1 90g/m2 Polycotton Twill - Size 32 – 54 (size breakdown to be advised) - Colour Navy blue/ Khakhi - Branding Full colour, Silk Screen/ Heat Transfer (<i>Artwork will be provided</i>) 		
		Branded Golf T-Shirts	X100	
		<ul style="list-style-type: none"> - Design Apex (or equivalent) - Material 65% Polyester, 35% Cotton & Pique Knit - Size S – 5XL (size breakdown to be advised) - Branding Full colour Embroidery (<i>Artwork will be provided</i>) 		
		Women's Scarves	X200	
		<ul style="list-style-type: none"> - Design Customised RSA Flag inspired scarf. Artwork to be conceptualised with the successful Bidder/s - Material Silk - Colour/s RSA Flag colours - Size 45cm x 120cm - Extras Scarf ring 		
		Men's Ties	X100	
		<ul style="list-style-type: none"> - Material 100% Polyester - Size 146cm (l) - Colour/s RSA Flag colours 		
6.	Lanyards and Accreditation sleeve/ pouch	Crotchet beaded lanyards with silver hook	X3,500	
		<ul style="list-style-type: none"> - Description South African Flag inspired lanyards (Equivalent of Earth Africa Curo) - Size 40cm (Diameter) 		

- Lanyards must feature lobster hooks

Example:



Accreditation pouches/ sleeves

- Material PVC
- Size 9.5cm (w) x 14.5cm (h)
- Colour Clear

Total

VAT 15%

Total Bid Price Offered

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

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- Required by: The Department of International Relations and Cooperation (DIRCO)

4. CATEGORY D: MEDIA BUYING

Bidders are requested to quote the Department on the following Media Buying Services for the BRICS Summit:

- Placement of radio advertisements
- Placement of print advertisements
- Placement of billboards

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	
1.	Placement of: Radio Advertisements	<p>4 Week National Campaign (27 July – 24 August 2023)</p> <p>Service Providers are requested to assist with the placement of radio adverts on the following national stations;</p> <ul style="list-style-type: none"> ✓ SA FM ✓ Jakaranda FM ✓ Umhlobo Wenene FM ✓ Motsweding FM ✓ Thobela FM <p>ADVERT SPECIFICATIONS</p> <ul style="list-style-type: none"> • Number of Stations X5 • Segments <ul style="list-style-type: none"> - X1 Morning show (<i>per station</i>) - X1 Afternoon show (<i>per station</i>) • Length of Advert/s - 30 seconds 	<p>X2 Bursts per day, Per Station over 29 days</p> <p>Overall bursts=290 Bursts (58 <i>per station</i>)</p>	

		<ul style="list-style-type: none"> Duration X2 Bursts per day, per station for 29 days <p>N.B: Adverts will be produced and provided by the Department (DIRCO)</p>		
2.	Placement of: Print Advertisements	<p>4 Week Media Campaign (27 July – 24 August 2023)</p> <p>Service Providers are requested to assist with the placement of adverts in the following newspaper publications;</p> <ul style="list-style-type: none"> ✓ City Press ✓ Sunday Times ✓ Beeld ✓ The Sowetan <p>ADVERT SPECIFICATIONS</p> <ul style="list-style-type: none"> Size (90h X 205w mm) Trim (95h X235w mm) Bleed (100h X 245w m) Artwork (to be provided by DIRCO) Finish (Full colour) Quantity X1 Burst per publication per week <p>N.B.: Artwork will be provided by the Department (DIRCO)</p>	X1 Placement per Publication per week	
3.	Billboard Advertising	<p>Bidder/s are requested to assist with five (5) Billboard applications for the duration of four (4) weeks at the following sites:</p> <p>Sandton area</p> <ol style="list-style-type: none"> Billboard directed at traffic travelling from Sandton Drive towards Hyde Park corner. (Area: Hyde Park Ext 39, Gauteng) Billboard on Katherine Drive, directed at traffic travelling from Grayston Drive towards Sandton (Area: Sandown Ext 3, Gauteng) Billboard facing traffic travelling towards Bryanston (Area: Bryanston, Gauteng) <p>O.R. Tambo International Airport Area</p> <ol style="list-style-type: none"> Billboard on R21 (Site number: 115040-01) Billboard on R21 (15077-01) <ul style="list-style-type: none"> Duration: 27 July – 24 August 2023 <p>N.B.: Artwork will be provided by the Department (DIRCO)</p>	X5 Billboards	

Total	
VAT 15%	

CONSOLIDATION OF ALL CATEGORIES

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

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Name of bidder.....Bid number: DIRCO 01-2023/2024
Closing date 27/06/2023 Time 11:00am

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

No.	Item	PRICE OFFERED IN RANDS
1	CATEGORY A: BRANDING MATERIAL	
2	CATEGORY B: BRANDED CONFERENCE PACKS	
3	CATEGORY C: PROMOTIONAL MATERIAL	
4	CATEGORY D: MEDIA BUYING	
TOTAL COST (INCLUDING 15% VAT)		

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

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 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points (5)	
81-100	5	
61-80	4	
41-60	3	
21-40	2	
1-20	1	
0%	0	
Percentage (%) Ownership by Women	Points (8)	
91-100	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0	0	
Percentage (%) Ownership by Youth	Points (6)	
81-100	6	
71-80	5	
61-70	4	
41-60	3	
31-40	2	

1-30	1	
0	0	
Percentage (%) Ownership by Disability	Points (1)	
1-100	1	
0%	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number :
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)