



BID SPECIFICATION

PROJECT DESCRIPTION:

**PROVISION OF SERVICE FOR THE APPOINTMENT OF
EVENT MANAGEMENT COMPANY FOR ORGANISING
UNIVEN 40TH ANNIVERSARY CELEBRATION IN 2022**

TENDER NO: BCM 02/2021

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

Xhanti Ben-Mazwi

EMAIL: xhanti.benmazwi@univen.ac.za

Date: 24 September 2021

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

1. PART 1: TENDER NOTIFICATION	3
2. BACKGROUND AND INTRODUCTION	4
3. BUSINESS INFORMATION.....	5
4. MANDATORY SUBMISSIONS – STAGE	6
5. PROHIBITION OF RESTRICTIVE PRACTICES	7
6. RIGHTS RESERVED	7
7. PARENT/SUBSIDIARY COMPANY.....	7
8. TAXES AND DUTIES.....	7
9. DECLARATION OF INTEREST	7
10. CONSORTIUMS AND JOINT VENTURES	7
11. SUBMISSION OF FINANCIAL RECORDS.....	8
12. VALIDITY PERIOD	8
13. ACCEPTANCE OR REJECTION OF A TENDER	8
14. PRICES	8
15. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000	8
16. PROTECTION OF PERSONAL INFORMATION ACT, 2013	8
17. LEGITIMACY OF INFORMATION	9
18. NATURE OF SERVICE.....	9
19. TERMS OF CONTRACT.....	9
20. TERMS & CONDITIONS OF TENDER.....	9
21. PURCO SA – SERVICE FEE.....	11
22. PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)	11
23. PART 2: SCOPE OF WORK AND DELIVERABLES	12
24. VALIDITY OF PROPOSALS	13
26. PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION	14
DECLARATION OF INTEREST	21
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	26
CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	28
CONFLICT OF INTEREST	31
SWORN STATEMENT.....	32

1. PART 1: TENDER NOTIFICATION

1.1 Introduction and Description of the Service

The University of Venda (UNIVEN) is set to host its 40th Anniversary in 2022. The University aims to create a vibrant environment befitting the scale of the event. Furthermore, the University intends to organise a series of events both on and off Campus. This is aimed at providing a feel and ambience to the University stakeholders.

It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender, the University reserves the right to procure those services by means of a separate process, if found to be more effective at the sole discretion of the University, as part of this tender.

Bidders are requested to complete the information in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

Tender documents to be submitted online using the below link:

<https://purcosa.co.za/tenderbox-bmc022021-events-management>

CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF TENDER DOCUMENTS:

Monday, 18 October 2021 at 23h59 - NOTE: No late submissions will be accepted.

NON-COMPULSORY INFORMATION SESSION:

An online non-compulsory Information Session will be facilitated via Microsoft Teams on Tuesday, 28 September 2021 from 11h00 until 12h00.

Tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Contact: Mr.X Ben- Mazwi

Email: xhanti.benmazwi@univen.ac.za

Contact: Mr. Tshepo Mampuru

Email: tshepo.mampuru@purcosa.co.za

2. BACKGROUND AND INTRODUCTION

In order to make UNIVEN abuzz with activities, UNIVEN plans to organise a series of activities between September and December 2022 at various strategic locations. 40th Anniversary is a unique opportunity to show the impact of the University's anniversary.

2.1 Why

To brand the University both locally and internationally. The events would be focused at involving various stakeholders for enhanced sense of inclusion, greater awareness about the celebration and strengthening the identity of the University. The intent of the celebration is to promote the University.

2.2 What

A string of events targeted to reach out to different stakeholders. These events would include myriad activities ranging from public lectures, dinners, fundraising events, and book launch etc. These could also be conducted in collaboration with different organisations.

2.3 When

Several events and activities beginning from September up to the closing ceremony in December 2022 could be planned. The events would be planned in a way that it would lend appropriate time for the organisers to prepare and coordinate, taking into consideration the target audience to ensure maximum participation.

2.4 Service provider's terms of reference

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of UNIVEN as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

2.5 Completion of Tender Documents

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

3. BUSINESS INFORMATION

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	

4. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only
1	Company Registration Certificate – CIPC		
2	Valid SARS Tax Pin and/or Certificate		
3	Comprehensive Company Profile		
4	Proof of Business Address		
5	Fully Initialled & Completed all tender document pages		
6	Signed Declaration of Interest		
7	Board Resolution: Certificate for authority for signature		
8	Proof of Tender Document Purchase		
9	Audited Annual Financial Statement within 12 months (2019/2020)		
10	Completion of the Standard Bidding Forms (SBD 4, 8, 9)		
11	Valid COID Registration Certificate (Letter of Good Standing)		
12	Certified ID of Directors (not older than 3 months)		
13	Public Liability Insurance (minimum of R 10 million)		

All relevant sections completed and signed, and all pages of tender document initialled by authorized signatory. Proof should be attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization.

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....

Name	Signature	Date
.....

Capacity	Name of Firm
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5. PROHIBITION OF RESTRICTIVE PRACTICES

- 5.1** 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).
- 5.2** 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.
- 5.3** 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.

6. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

7. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

8. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.

9. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

10. CONSORTIUMS AND JOINT VENTURES

No consortiums and Joint Ventures are applicable for this tender.

11. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Financial Statements are to be attested by a qualified Chartered Accountant (SA).

12. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

13. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

14. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

15. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder 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 as far as may be necessary for purposes of such performance.

16. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

17. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

18. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

19. TERMS OF CONTRACT

The term of the contract will be for one (1) year.

20. TERMS & CONDITIONS OF TENDER

- 20.1** The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 20.2** The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
- 20.3** The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- 20.4** No sub-service providers/sub-contracting will be allowed.
- 20.5** The price should be vat inclusive at 15%.
- 20.6** The tender submitted must remain Valid for 120 days after closing date.
- 20.7** The University discloses to bidders that there shall be rotation amongst suppliers/ service providers.
- 20.8** All returnable documents must be in a separate file, clearly indexed and separated by marked sheets.
- 20.9** Initials must be on all pages in the tender document.
- 20.10** All proposals are to be sealed. No open proposal will be accepted.
- 20.11** All proposals are to be clearly marked with the Project number and the name of the bidder.
- 20.12** Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers).
- 20.13** No tender will be considered after the closing date and time.
- 20.14** The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- 20.15** Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 20.16** In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- 20.17** No regret letters will be sent to unsuccessful bidders.

- 20.18** Any enquiry regarding this bid invitation and specification shall be submitted in writing to xhanti.benmazwi@univen.ac.za, copying Mr Tshepo Mampuru at tshepo.mampuru@purcosa.co.za with tender number as reference or subject.
- 20.19** Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- 20.20** All documentation submitted in response to this tender must be in English.
- 20.21** Univen reserves the right to:
- 20.21.1 Extend the closing date through the same medium of communication used for invitation.
 - 20.21.2 Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - 20.21.3 Verify any information contained in the tender proposal.
 - 20.21.4 Request any further documentary proof regarding any declaration
 - 20.21.5 Award this tender as a whole or in part.
 - 20.21.6 Cancel or withdraw this tender as a whole or in part.
- 20.21** The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the audit field.
- 20.22** The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 20.23** The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- 20.24** No sub-service providers/sub-contracting will be allowed.
- 20.25** It will be expected that the prices will be competitive and comparable with similar enterprises.

21 PURCO SA – SERVICE FEE

PURCO SA – the Purchasing Consortium Southern Africa NPC – is a group-purchasing organisation for Higher Education Institutions with a membership consisting of all 26 South African Public and 2 Namibian Public Universities, 13 Associate Members and 20 TVET Colleges. This gives a total membership of 61 institutions.

The Tenderer must provide for a 2% service fee calculated on the total value of each invoice issued by the Supplier for or otherwise relating to supply of goods and/ or performance of the services to the Univen (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of relevant invoice to the Univen. The successful Tenderer is required to send a copy of monthly invoice and statement to both PURCO SA and the Univen. Upon receipt of the invoice from the tenderer, PURCO SA shall invoice the Tenderer a 2% service fee based on the Rand value of the total invoice which is payable to PURCO SA within 30 days of date of statement.

The price proposal submitted by the Tenderer must be an all-inclusive price i.e. including the 2% service fee payable to PURCO SA.

22. PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)

Bidders agree to comply with the provisions of the POPIA when dealing or exchanging personal information of each other.

23. PART 2: SCOPE OF WORK AND DELIVERABLES

The scope of work shall broadly include but not limited to the following:

23.1 Conceptualisation of the Event

The event management company will be responsible for conceptualisation and assessment of type and magnitude of the event in consultation with the University Marketing Branding and Communication. This task will include:

- 23.1.1 Finalisation of event with all the sub-activities of the events;
- 23.1.2 Preparation of detailed activity plans and schedule finalisation of appropriate dates, venue and logistics;
- 23.1.3 Protocols, safety, and security measures including COVID-19 protocols.

23.2 Complete solution to the various aspects of the event

This task will include various arrangements for events. Providing all the necessary arrangements for events and sub parts of events in terms of human resources, services and equipment. The Company will assess all such requirements and provide the assessed items for the events.

23.3 Designing, layout, performance and sitting plans

The Company will design, plan, and execute all the physical attributes of the events such as sitting arrangements, stage, performance areas, circulation, venues etc.

The Company will arrange (not limited to) the following:

- 23.3.1 Audio visual arrangements;
- 23.3.2 Refreshments;
- 23.3.3 Decorations;
- 23.3.4 Gifts;
- 23.3.5 Sitting arrangements, etc.

23.4 Arrangement of various logistics

The Company will do all the arrangements for logistics and hospitality of the invites and will make all the bookings. The logistics will include but not limited to the following:

23.4.1 Hiring of Equipment

The Company will hire all the equipment as and when required for successful coordination of the events,

23.4.2 Engaging with Dignitaries

The Company shall be responsible for taking care of dignitaries/VIP's or performers for events. The Company will also arrange all logistics and hospitality for the same.

23.4.3 Invitation

The Company shall coordinate with the University's Marketing Branding and Communication Department for designing of invitation and finalise the same with approval of the University. The Company will also be responsible for preparing the guest list.

23.4.4 Videography and Photography

The Company will arrange for photography and videography of the event. Use of high-quality cameras and other technologies shall be provided by the Company.

23.4.5 Management and Monitoring

The Company shall be responsible for the management of all the parts and sub parts of the event.

The Company will monitor and inform the University on all the proceedings and updates on the events as and when required by the University EMC.

23.4.6 Any other related services

The scope of work shall not be limited to the above-mentioned and any services required shall be furnished by the Company on mutually agreed terms with the University.

23.4.7 Project Duration

The duration of the engagement is one (1) year. The duration for the services to be provided shall be for a period of 12 months from signing of the contract.

23.4.8 Potential type of events

The following are the indicative and non-exhaustive potential activities:

- 23.4.8.1 Roadshows;
- 23.4.8.2 Exhibitions;
- 23.4.8.3 Open Days;
- 23.4.8.4 Sports Activities etc.
- 23.4.8.5 Outdoor Events;
- 23.4.8.6 Promotional Events;
- 23.4.8.7 Cultural and Social Events;
- 23.4.8.8 History Book Launch, etc.
- 23.4.8.9 Public Lectures

Celebration on the day the University was established (if there is a special or exact day in which the University was established, a special celebration party should be organized on that day. This day is like a birthday, so the celebration on that day will be like a birthday celebration party).

23.4.9 Hours of Operation

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

24. VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

25. SITE VISIT / DUE DILIGENCE

Site visits will be conducted with shortlisted service providers to verify certain stated information or assumptions and in this instances the bidder will be obliged to provide the Univen with all necessary access, assistance and/or information which the Univen may reasonably request and to respond within the given time frame set by the Univen.

26. PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

26.1 EVALUATION PROCEDURES - METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals based on *Functionality* and the BBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first *functionality* will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical *capacity* and *ability* to execute and maintain a contract.

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 (1 - P_t - P_{min} / P_{min})$$

Where:

P_s = Points scored for comparative price of proposal or Proposal under consideration;

P_t = Comparative price of proposal or Proposal under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or Proposal.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for Functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 3 will be the *calculation of points for the B-BBEE status level of contribution* where 20 points will be awarded to a proposer for attaining the B-BBEE status level of 1, and lower points will be awarded to proposer with lower B-BBEE status levels as per table below:

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

Note: *Non-compliant contributors* or failure to provide *certification* substantiating the B-BBEE status level of contribution will result in the Proposer being awarded zero (0) points for the preference point system.

The following evaluation method will be used;

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended).

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing;
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance;
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on three categories:

- (i) Functionality (technical content)
- (ii) Price
- (iii) Rating of Company as per BBBEE criteria

Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold of 70%. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for BBBEE criteria.

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70% and more will be considered for the Price and B-BBEE stage of the tender.

FUNCTIONALITY EVALUATION (100 points)

Functionality Criteria	Weights
Company References: Provide three positive written contactable client references on the referees letter head, related to Event Management Services which your company implemented, accompanied by contact details; *Reference check will be conducted. Note: Please complete page of this document on references.	Maximum 20 points
3 References provided	15
2 References provided	10
1 References provided	5
Additional (5) points where Tertiary Institutions reference were provided	5
0 References provided	0
Years of company / consultant experience in the industry (Company profile including history, group structure and related companies and services)	Maximum 10 points
More than 10 years of experience	10
Between 5 to 10 years of experience	8
Below 5 years of experience	6
Non submitted / no relevant experience	0
Experience in managing Events	Maximum 10 points
More than 1000 number of people	10
Between 500 and 999 number of people	8
Below 500 number of people	6
Non submitted / no relevant experience	0
Membership of the Association of Events Management in South Africa	Maximum 10 points
Membership of the Association for Events Management (Any)	10
No Membership of the Association for Events Management submitted	5

Project Manager (Submit CV / Profile) Level of experience (provide track record) and qualifications in Event Management Services	Maximum 10 points
More than 10 years of experience	10
Between 5 to 10 years of experience	8
Below 5 years of experience	6
No CV submitted	0
Methodology / Contract Implementation	Maximum 15 points
Submit overview of Contract Management Processes to be followed:	5
Social Media Management Expertise	5
Content Creation Expertise	5
No info provided will result in 0 points scored for the items above respectively.	0
Case Study (Demonstrate experience in Marketing / Branding and Communications Services (attach three previous case studies conducted in both public (2) and private sector	Maximum 10 points
University Case Studies	5
One (1) Public Sector Case Studies	2.5
One (1) Private Sector Case Studies	2.5
No Info Provided	0
Proof of Locality	Maximum 15 points
Location of Business within Vhembe District Municipality = 15 points	15
Location of Business within Limpopo province = 10 Points	10
Location of Business outside Limpopo province = 5 Points	5
Non submitted = 0 points	0
TOTAL POINTS FOR FUNCTIONALITY	100

Evaluation Criteria

- Total score is 100 points including where applicable
- If any item is not applicable to your company, indicate with "N/A". No blank box is allowed
- All Suppliers are expected to score at least 70% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- Points achieved at this shall not be carried to the next stage

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Evaluation Outcome

26.2 **TECHNICAL CHARACTERISTICS**

- Minimum score required to succeed to the next level is 70%.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.

Table for schedule of rates:

- i) Prices shall be fixed for a period of twelve (12) months from date of appointment;
- ii) Bidders are required to quote a formula, referenced to Statistics South Africa CPIX index which shall be used for calculating any future annual price increases on the dates of annual review;
- iii) Separate prices shall be quoted and the method of their calculation, for each of the services identified on the terms of reference of this tender;
- iv) Any costs applicable to the implementation of a new printing system and procedures, including cost of training of Univen staff, computer software and hardware etc. should be shown separately from transaction costs.
- v) Pricing must be fixed and in rand value, no variables, no average costing etc.

Please see table below

DECLARATION

I, in my capacity as, declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

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TOTAL SCORE	
TOTAL POINTS	100
%	

TOTAL EVALUATION

- The total (100%) score is points
- Minimum score required to succeed to the next level is 70%
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

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A	
TOTAL	
% score	
RECOMMENDATION	

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AUXILIARY REQUIREMENTS

26.3 LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

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

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person
connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain
YES / NO
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE UNIVERSITY MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
 TRUE AND CORRECT.

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

SWORN STATEMENT

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

.....

.....

Date:

COMPANY STAMP