



RUSTENBURG LOCAL MUNICIPALITY

**RLM/DRT/0003/2023/24 - APPOINTMENT OF AN EVENTS AGENCY FOR RUSTENBURG'S  
ACTIVATIONS AND EVENTS (INCLUDING CONFERENCES) FOR A PERIOD OF 36 MONTHS**

| PARTICULARS OF THE BIDDER  |             |
|--|-------------|
| NAME OF THE BIDDING OR TENDERING COMPANY                           |             |
|  |             |
|  |             |
|  |             |
|  |             |
| POSTAL ADDRESS   |             |
|  |             |
|  | POSTAL CODE |
| STREET ADDRESS<br>(PHICAL ADDRESS)                                 |             |
|  |             |
|  |             |
|  | POSTAL CODE |
| E-MAIL ADDRESS   |             |
| TELEPHONE NUMBER (TELKOM LINE)                                     |             |
| CIDB CRS NUMBER (IF APPLICABLE)                                    |             |
| CELLPHONE NUMBER   |             |
| ALTERNATE CELLPHONE NO.  |             |
| <b>CENTRAL SUPPLIER DATABASE NUMBER OF<br/>THE BIDDING COMPANY</b> |             |



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TICK RESPECTIVE FIELD.

| NO  | RESPECTIVE FIELD                                | TICK |
|-----|---|------|
| 1.  | Events Furniture                                |      |
| 2.  | Cutlery & Crockery                              |      |
| 3.  | Event Security                                  |      |
| 4.  | Expos   |      |
| 5.  | Flowering                                       |      |
| 6.  | Sound & Motion                                  |      |
| 7.  | Catering  |      |
| 8.  | Entertainment                                   |      |
| 9.  | Activations                                     |      |
| 10. | Transports (with passenger liability insurance) |      |
| 11. | Venue hire                                      |      |

**NB: BIDDERS ARE ALLOWED TO TICK MORE THAN ONE FIELD.**



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**TENDERING CONDITIONS**

1. The document must be completed in full as per the guide provided under administrative evaluation - document completion.
2. All mandatory documents must be attached as per the guide under administrative evaluation - attachment of mandatory documents.
3. The document must not be dismantled; page numbers must be sequential.
4. Bidders must be registered on CSD.
5. For all documents that will need certification (and affidavits where applicable) bidders must not submit copies/ copies of certified copies.
6. Only black pen ink must be used when completing the tender document.
7. Electronic signatures are not allowed.
8. Bidders are not allowed to use correction pens. In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must can be ticked.
9. That submission of bid documents must be accompanied by a clearly marked USB (Memory Stick)

***NB! FAILURE TO ADHERE TO THE ABOVE INSTRUCTIONS WILL RENDER THE TENDER INVALID AND  
RESULT IN DISQUALIFICATION***



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**DOCUMENT COMPLETION INSTRUCTION AND RETURNABLE DOCUMENTS SCHEDULE**

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD)

- ✓ Bidders must be registered on CSD and provide their registration number on the tender/ quotation document

**COMPLETION OF THE DOCUMENT**

**PLEASE READ AND FOLLOW INSTRUCTIONS BELOW ON HOW TO COMPLETE DIFFERENT FORMS IN THE DOCUMENT AND FILL THEM AS INSTRUCTED**

- ✓ The tender documents must be completed in full i.e. Compulsory Questionnaire, MBD 1, Pricing Schedule, MBD 4, MBD 5, MBD 6.1, MBD 7.2, MBD 8, MBD 9, Section 38 and the Form of Offer, including all witness signatures on all the above stated forms.
- ✓ ***NB! FAILURE TO ADHERE TO THE BELOW MENTIONED POINTS WILL INVALIDATE THE TENDER AND RESULT IN DISQUALIFICATION***
- **COMPULSORY QUESTIONNAIRE** must be fully completed and signed  
***In a case of Joint Venture separate COMPULSORY QUESTIONNAIRE forms must be completed and submitted.***
  - **MBD 1** must be fully completed and signed
  - **PRICING SCHEDULE** must be fully completed and signed
  - **MBD 4** -only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.**  
***In a case of Joint Venture or multi- directors, full details of all Directors must be provided on the table on MBD 4.***
  - **MBD 5** -only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.**
  - ***In a case of Joint Venture separate MBD 5 forms must be completed and submitted.*** (complete if applicable)
  - **MBD 6.1** – must be fully completed.
  - **MBD 8** - only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting
  - **MBD 9** - must be fully completed and signed
  - **SECTION 38** - only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting. Must be fully completed and signed, including signatures of witnesses.



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- Note that should you answer “**NO**” to any of the declaration questions on **section 38 form**, then supporting documents **MUST** be attached
- **SIGNATORY AUTHORISATION** – complete and sign the form
- The document must not be dismantled; page numbers must be sequential

**THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED TOGETHER WITH THE BID DOCUMENT**

- ✓ Deposit slip with tender reference number as stipulated in the tender document.
- ✓ CSD report
- **FOR ALL DOCUMENTS THAT WILL NEED CERTIFICATION (AND AFFIDAVITS WHERE APPLICABLE) BIDDERS ARE REQUESTED NOT TO SUBMIT COPIES OF CERTIFIED COPIES.**
- ✓ A valid and certified (not older than (3) three months on the date of tender closure) BBBEE Certificate for the company (if it is a JV the BBBEE must be consolidated)

**MUNICIPAL RATES AND TAXES STATEMENTS OF THE DIRECTORS**

- ✓ Current municipal rates and taxes statement (from previous billable month) for each directors' address must be attached; or
- ✓ Valid lease agreement of the director/s with all critical contractual obligations or,
- ✓ An original letter from tribal authority not older than three (3) months if the director/s are residing in a tribal land, or
- ✓ If the rates and taxes account is not in the names of the director/s the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are appearing on the municipal rates and taxes statement to confirm that the director resides in their property.

**MUNICIPAL RATES AND TAXES STATEMENTS OF THE COMPANY**

- ✓ Current municipal rates and taxes statement (from previous billable month) for the company's' address must be attached; or
- ✓ Valid lease agreement of the company (showing all critical contractual obligations, or
- ✓ An original letter from a tribal authority not older than three (3) months if the company is operating from a tribal, or
- ✓ If the rates and taxes account is not in the names of the company, the attached municipal rates taxes statement must be submitted together with an original affidavit from the property owner whose names are



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reflecting on the municipal rates and taxes statement to confirm that the company operates from their property.

**NB!!**

- ✓ **FOR PROCUREMENT EXPECTED TO BE LESS THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 90 DAYS AT THE TIME OF TENDER CLOSURE**
- ✓ **FOR PROCUREMENT EXPECTED TO BE MORE THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 30 DAYS AT THE TIME OF TENDER CLOSURE**
- ✓ Required CIDB Grading Certificate where applicable
- ✓ Signatory resolution – Please attach a copy of Signatory resolution where instructed
- ✓ If the submission is from a Joint Venture, then a JV agreement must be attached

**VERIFICATION OF DOCUMENTS AND INFORMATION.**

- ✓ Tax compliance status will be verified using CSD number. (For a bidder to be considered for final award, their status must reflect “tax compliance” before final award is made)
- ✓ CIDB Grading will be verified
- ✓ BBBEE certificates will be verified with relevant registration bodies.
- ✓ Sworn Affidavits will be accepted only if its originals submitted.

**ALLOCATION OF BBBEE POINTS**

- ✓ No points will be allocated for a BBBEE certificate that is a copy of a certified copy or not that is not certified.
- ✓ No points will be allocated if the attached sworn affidavit (BBBEE) is a copy.

**INSTRUCTION ON THE SUBMISSION OF TENDER DOCUMENTS**

- ✓ A tender document must be in a sealed document that has on the outside the bid number and bid description. Both the bid number and the bid description must be on the envelope for the document to be acceptable.
- ✓ If the bid number and description are not clearly marked on the envelope, the bid will be received
- ✓ The tender document must be in the tender box before the specified closing time and date.
- ✓ Bidders who arrive when the tender box is open are late.
- ✓ Failure to comply with the above will lead to the bid not being opened.



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1. Bid documents available at a non-refundable amount of R 3 000-00 per bid document are available on the e-tender website and must be downloaded.
2. Bid documents must be in a sealed packaging clearly marked: **"RLM/DRT/0003/2023/24 - APPOINTMENT OF AN EVENTS AGENCY FOR RUSTENBURG'S ACTIVATIONS AND EVENTS (INCLUDING CONFERENCES) FOR A PERIOD OF 36 MONTHS"** and must be placed in the bid box in the foyer of the Municipal offices, Missionary Mpheni House, Beyers Naude Drive, Rustenburg not later than **07 February 2024 @ 09H00**, where after the bids will be opened in public at the Municipal offices.
3. The bid will be evaluated as follows: **Administrative evaluation (document completion and attachment of mandatory documents) Functionality 70 out of a minimum of 100 points and 80/20 Preference Point System (price = 80 & Specific Goals = 20)**
4. Please note that no bid documents sent through to couriers will be signed for by Rustenburg Local Municipality.
5. Please note that no bid documents sent by electronic mail or post will be accepted by Rustenburg Local Municipality.
6. Rustenburg Local Municipality will not be responsible for bids submitted late.
7. Bidder/ service provider must have a Qualified electrician who will be able to issue out a COC Certificate
8. Bids will remain valid for 90 (Ninety) days. Validity period will only be extended once as prescribed in the Rustenburg Local Municipality Supply Chain Management Policy
9. All bids will be adjudicated based on the prescribed criterion as stipulated in this document.
10. No bids will be considered from any person(s) in the service of the state (as defined in Regulation 1 of Local Government: Municipal Supply Chain Management Regulations).
11. Objections or complaints must be submitted in writing to the Municipal Manager at the address stated, and must contain the following:
  - (a) reasons and/or grounds for the objection or complaint.
  - (b) the way in which the objector or complainant's rights have been affected; and
  - (c) the remedy sought by the objector or complainant.
12. Any objection or complaint must reach the Municipal Manager within a 14-day period after award has been made. Late objections or complaints will not be entertained.





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**PART A  
INVITATION TO BID**

**MBD 1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE RUSTENBURG LOCAL MUNICIPALITY

|                    |                             |                      |                         |                      |              |
|--------------------|-----------------------------|----------------------|-------------------------|----------------------|--------------|
| <b>BID NUMBER:</b> | <b>RLM/DRT/0003/2023/24</b> | <b>CLOSING DATE:</b> | <b>07 February 2024</b> | <b>CLOSING TIME:</b> | <b>09H00</b> |
|--------------------|-----------------------------|----------------------|-------------------------|----------------------|--------------|

**DESCRIPTION** **APPOINTMENT OF AN EVENTS AGENCY FOR RUSTENBURG'S ACTIVATIONS AND EVENTS (INCLUDING CONFERENCES) FOR A PERIOD OF 36 MONTHS**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).  
 BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
 SITUATED AT:

**RUSTENBURG LOCAL MUNICIPALITY**  
**MISSIONARY MPHENI HOUSE**  
**CNR BEYERS NAUDE AND NELSON MANDELA DRIVE, RUSTENBURG**

**SUPPLIER INFORMATION**

|   |   |  |  |                |   |
|---|---|--|--|----------------|---|
| <b>NAME OF BIDDER</b>   |   |  |  |                |   |
| <b>POSTAL ADDRESS</b>   |   |  |  |                |   |
| <b>STREET ADDRESS</b>   |   |  |  |                |   |
| <b>TELEPHONE NUMBER</b>   | <b>CODE</b>   |  | <b>NUMBER</b>                              |                |   |
| <b>CELLPHONE NUMBER</b>   |   |  |  |                |   |
| <b>FACSIMILE NUMBER</b>   | <b>CODE</b>   |  | <b>NUMBER</b>                              |                |   |
| <b>E-MAIL ADDRESS</b>   |   |  |  |                |   |
| <b>VAT REGISTRATION NUMBER</b>  |   |  |  |                |   |
| <b>TAX COMPLIANCE STATUS</b>  | <b>TCS PIN:</b>   |  | <b>OR</b>                                  | <b>CSD No:</b> |   |
| <b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</b> | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |  | <b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b> |                | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |

*[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]*



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|   |   |  |  |
|---|---|--|--|
| <p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>[IF YES ENCLOSE PROOF]</b></p> | <p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>[IF YES, ANSWER PART B:3]</b></p> |
| <p><i>TOTAL NUMBER OF ITEMS OFFERED</i></p>   |   | <p><i>TOTAL BID PRICE</i></p>  | <p>R</p>   |
| <p><i>SIGNATURE OF BIDDER</i></p>   | <p>.....</p>  | <p><i>DATE</i></p>   |  |
| <p><i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i></p>   |   |  |  |
| <p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>   |   | <p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>                                |  |
| <p><b>DEPARTMENT</b></p>  | <p>SCM</p>  | <p><b>CONTACT PERSON</b></p>   | <p>Mr Theron Rapoo</p>   |
| <p><b>CONTACT PERSON</b></p>  | <p>Ms. H Maisela</p>  | <p><b>TELEPHONE NUMBER</b></p>   | <p>014 590 3725/ 3783</p>  |
| <p><b>TELEPHONE NUMBER</b></p>  | <p>014590 3633</p>  | <p><b>E-MAIL ADDRESS</b></p>   | <p><a href="mailto:trapoo@rustenburg.gov.za">trapoo@rustenburg.gov.za</a></p>                                |
| <p><b>E-MAIL ADDRESS</b></p>  | <p><a href="mailto:hmaisela@rustenburg.gov.za">hmaisela@rustenburg.gov.za</a></p>                         |  |  |



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**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

|  |  |
|--|--|
| <b>1. BID SUBMISSION:</b>  |  |
| 1.1.   | <b>BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</b>   |
| 1.2.   | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED, COMPLETED WITH A BLACK PEN</b>   |
| 1.3.   | <b>THIS BID IS SUBJECT TO THE RLM SUPPLY CHAIN MANAGEMENT POLICY, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</b> |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |  |
| 2.1  | <b>BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</b>  |
| 2.2  | <b>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.</b>   |
| 2.3  | <b>APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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.</b>  |
| 2.4  | <b>FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</b>  |
| 2.5  | <b>BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</b>  |
| 2.6  | <b>IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</b>  |
| 2.7  | <b>WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</b>   |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |
| 3.1.   | <b>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.2.   | <b>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.3.   | <b>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO   |
| 3.4.   | <b>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.5.   | <b>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b> |  |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

**DATE:** .....



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**MBD 4: DECLARATION OF INTEREST**

No bid will be accepted from persons in the service of the state.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

- 3.1 Full Name of bidder or his or her representative: .....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the Company (director, trustee, hareholder?): .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number:.....

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

3.8 Are you presently in the service of the state?

***(Tick applicable box)***

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;



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(b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity;

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

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

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.9.1 If yes, furnish particulars.....

.....

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

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.10.1 If yes, furnish particulars.....

.....

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

*(Tick applicable box)*



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|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.12.1 If yes, furnish particulars.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.13.1 If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.14.1 If yes, furnish particulars.....





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**MBD 5**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

|      |    |
|------|----|
| *YES | NO |
|------|----|

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

|      |    |
|------|----|
| *YES | NO |
|------|----|

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

|      |    |
|------|----|
| *YES | NO |
|------|----|

3.1 If yes, furnish particulars





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.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

|      |    |
|------|----|
| *YES | NO |
|------|----|

4.1 If yes, furnish particulars

.....  
.....

**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.

.....  
Name/s and Surname of Bidder

.....  
Signature

.....  
Position in the Firm/Company

..... 2024  
Date



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**MBD 8: DECLARATION OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM**

- 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 supply chain management system.
- 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.



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| 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). The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p> | <p><b>Yes</b></p> <input type="checkbox"/> | <p><b>No</b></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 (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) 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   | <p>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?</p>  | <p>Yes</p> <input type="checkbox"/>        | <p>No</p> <input type="checkbox"/>        |
| 4.3.1 | If so, furnish particulars:  |  |   |
| 4.4   | <p>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?</p>   | <p>Yes</p> <input type="checkbox"/>        | <p>No</p> <input type="checkbox"/>        |
| 4.4.1 | If so, furnish particulars:  |  |   |



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**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.

.....  
Name/s and surname of Bidder

.....  
Signature

.....  
Position in the Firm/Company

.....  
Date



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**MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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

I, the undersigned, in submitting the accompanying bid:



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(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ 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
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 consortium<sup>3</sup> 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)



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- (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.
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.

<sup>3</sup> 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder





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**SECTION 38: DECLARATION FORM**

Having examined the BID and the general conditions thereto, I/we hereby certify that the bid price in the bid schedules and the preference points claimed are correct.

I/We furthermore certify that I/we/the Company comply/complies with the issues around Section 38 of the Supply Chain Management Policy inter alia:

**IF ALL IS IN PLACE IN RESPECT OF THE CONTRACTUAL ISSUES LISTED IN THE TABLE BELOW; THE ANSWER SHOULD BE YES. ATTACH SUPPORTING INFORMATION IF ANY OF THE ANSWERS IS NO.**

Note that the Municipality's Procurement Section will verify the statements.

I/we certify the following:

| No. | CONTRACTUAL ISSUES   | YES | NO |
|-----|--|-----|----|
| 1.  | In terms of <b>Section 38 (1) (c)</b> that the Bidder or any of the Directors is not listed as a person prohibited from doing business with the Public Sector  |     |    |
| 2.  | In terms of <b>Section 38 (1)(d) (i)</b> that the Bidder or any of the Directors does not owe rates and taxes or Municipal service charges to any Municipality that is in any arrears for more than three (3) months. Copies of the latest Municipal service charges statement of the Bidder and the Directors must be attached to the tender/bid document |     |    |
| 3.  | In terms of <b>Section 38 (1) (d) (ii)</b> that the Bidder or any of the Directors has not failed to perform satisfactorily on a previous/previous contract/s with the Municipality or any organ of state  |     |    |
| 4.  | In terms of <b>Section 38 (i) (9)</b> that the Bidder or any of the Directors has not been convicted for fraud or corruption during the past five (5) years  |     |    |
| 5.  | In terms of <b>Section 38 (i) (9) (iv)</b> that the Bidder or any of the Directors has not been listed in the Register Of Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, (Act No. 12 of 2004)   |     |    |

.....  
SIGNATURE OF BIDDER

.....2024.  
DATE

.....  
FULL NAME AND SURNAME OF BIDDER IN BLOCK LETTERS

COMPANY NAME: .....

PHYSICAL ADDRESS: .....

TELEPHONE NUMBER: .....

EMAIL ADDRESS: .....

WITNESS 1: ..... WITNESS 2: .....



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**SIGNATORY AUTHORISATION**

**(TO BE COMPLETED BY THE BIDDER)**

I/We the undersigned, am/are authorized to enter into this contract on behalf of

-----

(Name of Firm)

By resolution taken at a meeting held on the ..... day of (month).....2024 resolved to  
authorise ..... holder of ID number ..... to sign  
all the documents on behalf of the company.

Print name of authorised representative: .....

Signature: .....





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GENERAL CONDITIONS OF CONTRACT  
(NOT TO BE ALTERED)

**PROCUREMENT: GENERAL CONDITIONS OF CONTRACT  
Dated July 2010 as set out by the National Treasury: Republic of South Africa**

**TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
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15. Warranty
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17. Prices
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19. Assignment
20. Subcontracts
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22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
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28. Limitation of Liability
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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 anything 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 goods 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.



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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 goods 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 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.



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1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, 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 nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

**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 as 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.



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**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.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

**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.

**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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

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 goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.





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8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

**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.

**12. Transportation**

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



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**13. Incidental Services**

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

- (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, 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.



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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 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, 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.

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.

**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 or in the purchaser's request for bid validity extension, as the case may be.

**18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

**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**



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20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these 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 delivery and/or 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 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 goods are required, or the supplier's services are not readily available.

21.4 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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:



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- (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 supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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



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**24. Antidumping 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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.



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27.4 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 for goods delivered and / or services rendered according to the prescripts of the contract.

**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 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.

**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.





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32.3 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.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. Transfer of contracts**

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

**34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**35. Prohibition of restrictive practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 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.

35.2 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 section 59 of the Competition Act No 89 Of 1998.

35.3 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.





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**TERMS OF REFERENCE/ SPECIFICATIONS**

**1.1 SCOPE OF WORK**

These Service Providers are expected to create and successfully execute Activations, Conferencing & Events Management for the Rustenburg Local Municipality (RLM), Yarona Rustenburg, & Rustenburg Rapid Transport while leveraging and building a positive coverage, engagement and involvement around and implementation of the RRT project and RLM amongst all stakeholder groups and to build a positive reputation for the Yarona Rustenburg brand and services.

Within the scope, these service providers shall handle all the 5 C's in event management for all elements in planning to ensure that all issues and crisis management around the RLM and RRT project are dealt with as and when needed.

**The 5 C's will be as follows:**

**1.1.1 Concept**

The first step for planning a successful event is the event concept. From briefing, the Service provider will understand brand positioning for Yarona Rustenburg and Rustenburg Local Municipality. The service provider will also have to understand the main purpose of the RRT Systems and how RLM works. All under concept, the service provider must confidently be able to present a detailed plan, designs, floor plans, security measures, and be able to create a story board for the Marketing & Communications Team.

**1.1.2 Coordination**

This will include coming up with a theme or general idea for all events, as agreed upon with the Marketing & Communications Team and RL Project Heads. Once the theme has been agreed upon, the service provider will have to present a suitable venue, present decorations and any additional needs for the event – including hiring of MC's, using audio/visual equipment, etc. Other tasks will include providing services of the required technology and equipment.

**1.1.3 Control**

This is one of the most overlooked and often neglected stages of event management and RLM/RRT looks to appoint a knowledgeable service provider to tackle the element successfully. This is best managed if the service provider goes through a run-through of the event.

**1.1.4 Culmination**

This is the 'D-Day' so to speak. This is when the event takes place. On this day, the service provider and their teams need to be on top of everything. The service provider will have to develop an itinerary for everyone



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involved with the event. This element involves a lot of customer relations, public relations, marketing and communications so the service provider must ensure that the event goes well from registration of guests to the last "goodbye" from the invited guests.

**1.1.5 Closeout**

Once every event successfully ends, the service provider will have to make sure that all elements are closed and the event report is prepared after a de-brief sitting with the Marketing & Communications Team.

**Description:**

A **Conference**, in the sense of a meeting, is a gathering of individuals who convene at a predetermined location and time to discuss or pursue a common interest. The most prevalent conventions are industry, profession, and academic.

**Event Management** refers to the procedure of planning and executing an event. This process extends from the earliest stages of event planning to post-event strategy. An event management supplier will make initial planning decisions, such as the event's time, location, and theme.

As part of the marketing process, **Brand Activations** is the execution of the marketing formula. The activation phase typically follows the planning phase, during which agencies plan their marketing activities, and is followed by the feedback phase, in which marketing analytics are used to evaluate the results.

**Conferences:**

**What purpose does a conference serve?**

From the preceding explanations, it is not difficult to conclude that the purpose of a conference is to share information with a large audience while educating them. When all of the delegates are in the same location, it is much simpler to communicate regardless of the topic. And not only from a practical perspective. A conference organised with creativity and originality in mind can be extremely effective in achieving its goals. Moreover, they provide a wonderful opportunity to recognise and reward a workforce, as well as the chance for like-minded individuals to network and exchange ideas. The Service Providers will be expected to organise conferences as gathering of individuals for the purpose of discussing or exchanging information regarding Yarona Rustenburg, Rustenburg Local Municipality and Rustenburg Rapid Transport. Depending on the strategies within the Unit: Marketing & Communications, and scope of the proposed events, these conferences will be conducted for a single day or over multiple days. These are typical categories of conferences:

**Academic Conferences**

**Corporate Conferences**

**Commercial Conferences**



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Depending on their purpose and strategies, these conferences will vary in structure and scale. For instance, at business conferences, the schedule of events will include speeches from influential individuals within RLM/Yarona/RRT (such as Municipal Manager, Executive Mayors and Directors), motivational presenters, and business updates from departments within the organisation. There will also be breakout sessions where smaller groups will gather to participate in team-building activities or seminars.

Conference sizes for this purpose will differ, but they will be medium to larger than workshops and seminars. Occasionally, certain conferences will attract thousands of attendees from all over the city.

#### **Corporate Conferences**

Especially within the same organisation, business conferences are a fantastic method to bring together individuals who would otherwise operate separately. For businesses with offices or stores across the country, a conference allows you to bring everyone together and communicate business updates, new products, future plans, and structural modifications. In addition to boosting morale, fostering teamwork, incentivizing, and recognising and rewarding individuals for their accomplishments, conferences can also be used to boost morale.

#### **Academic Conferences**

At the Yarona Rustenburg's Career Expo, researchers will present their work and findings to their stakeholders in a particular field. These types of events are necessary for professionals to interact, discuss issues, and exchange information. In order to facilitate a more focussed exchange of information, these conferences typically centre on a central theme or academic discipline.

#### **Brand Activations**

A dull and improper approach cannot attract more people to your brand. If you strive to make a buzz around any company, a brand activation strategy is a great solution.

*Define your audience.* Taking a wild guess and trying to meet the needs and wants of your audience without analyzing and segmenting it is not a good idea. According to the survey, 72% of customers prefer to engage with marketing messages tailored to their interests. That is why RLM/Yarona Rustenburg need to know the demographics, interests, and traits of their ideal commuters. RLM/Yarona Rustenburg should find clients who will appreciate the service, products. For this purpose, RLM/Yarona Rustenburg must consider creating commuter ad stakeholder's personas.

*Make a SWOT analysis.* Before planning various events, campaigns, and installations, the Supplier should be aware of RLM/Yarona Rustenburg's brand's strengths, weaknesses, opportunities, and threats. They should not forget that some brand activation campaigns can require a lot more resources, while some of them can be simple and affordable.

*Explore the tactics to reach your audience.* Keep in mind that there are many ways to appeal to your prospects, including product demonstration installation, mobile vans, games, and many other activities.



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These suppliers will be expected to choose a suitable method to communicate the RLM/Yarona Rustenburg's message to your target audience clearly.

**Corporate Events:**

Businesses use conventions to interact with their many audiences, including consumers, investors, and workers. Depending on the goal, corporate events may be a great way to foster teamwork, teach attendees new skills, and boost the company's bottom line. The company's long-term aims can be aided by holding events at a first-rate event venue.

The participants of a business event are often company employees or customers. One common goal of corporate gatherings is to disseminate information about the company's core values and mission to employees and the general public.

**Group team building events**

To boost morale and cooperation among workers, businesses often arrange team-building exercises. They provide a setting in which workers may relax and open up about themselves outside of the workplace. Outdoor, often natural, and professionally organised, team-building activities are the norm.

Companies conduct these gatherings to honour their staff, vendors, and consumers, while industries throw parties to honour their top performance during a given time frame. Awards ceremonies inside an organisation boost morale and make working there more pleasurable for everyone involved. However, corporations may promote their brand and position themselves as market leaders by participating in industry-wide award ceremonies.

**Awards shows**

Companies conduct these gatherings to honour their staff, vendors, and consumers, while industries throw parties to honour their top performance during a given time frame. Awards ceremonies inside an organisation boost morale and make working there more pleasurable for everyone involved. However, corporate companies may promote their brand and position themselves as market leaders by participating in industry-wide award ceremonies.

**Workshops**

Workshops are a popular method of imparting knowledge and training to a select group, such as an organization's staff. Since workshops aim to teach participants something new, they tend to be quite hands-on. Attendees should be engaged during each session and leave with the ability to use the information they gained in other contexts.

Since workshops are interactive corporate events, it is important for planners to secure a spacious location that can accommodate the expected attendance and provide the necessary technological amenities.



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**FUNCTIONALITY**

For a bidder to qualify it is a requirement that a Professional Service Provider score a minimum of 70 out of a maximum of 100 points for functionality to be evaluated further.

**Rustenburg Local Municipality reserves the right to verify and confirm any information submitted for Functionality.**

Values: 1 = Poor; 3= Good; 5 = Excellent

| ITEM                            | CRITERIA                                      | WEIGHT    | VALUE | SCORE | VERIFICATION METHOD   |
|---------------------------------|---|-----------|-------|-------|---|
| <b>1. Company Experience</b>    |   | <b>25</b> |       |       |   |
| <b>Number of project Attach</b> |   |           |       |       | <b>Appointment letters and reference letters per projects for similar work</b>  |
|                                 | 1-4 letters ( <b>Value = 1</b> )              |           |       |       |   |
|                                 | 5- 7 letters ( <b>Value = 3</b> )             |           |       |       |   |
|                                 | 8 and more letters ( <b>Value= 5</b> )        |           |       |       |   |
| <b>2. Company Experience</b>    |   | <b>35</b> |       |       |   |
| <b>Project Value</b>            |   |           |       |       | <b>Appointment letters and reference letters per projects for similar work</b>  |
|                                 | R200 000 – R500 000 ( <b>Value = 01</b> )     |           |       |       |   |
|                                 | R500 001 – R1000 000 ( <b>Value 3</b> )       |           |       |       |   |
|                                 | R1 000 001 - and above ( <b>Value 5</b> )     |           |       |       |   |
| <b>3. Key Personnel</b>         |   |           |       |       |   |
| <b>Project Manager)</b>         |   | <b>20</b> |       |       | <b>With an NQF Level 7 or higher in Marketing, Public Relation, or Integrated Organizational Communications. Attach CV's and certified copies of qualifications</b> |
|                                 | 1 – 4 Years' experience ( <b>Value = 01</b> ) |           |       |       |   |
|                                 | 5 - 7 Years' experience ( <b>Value 3</b> )    |           |       |       |   |



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|                          |  |            |  |  |  |
|--------------------------|--|------------|--|--|--|
|                          | 8 years and above experience (Value 5) |            |  |  |  |
| <b>Marketing Manager</b> |  | <b>20</b>  |  | <b>With an NQF Level 7 or higher in Marketing, Public Relation or Integrated Organizational Communications. Attach CV's and certified copies of qualifications</b> |  |
|                          | 1 – 2 Years' experience (Value = 01)   |            |  |  |  |
|                          | 3 - 4 Years' experience (Value 3)      |            |  |  |  |
|                          | 5 years and above experience (Value 5) |            |  |  |  |
| <b>TOTAL</b>             |  | <b>100</b> |  |  |  |

Calculate the points scored according to the following formula:

$$Ps = \frac{[So]}{Ms} \times Ap$$

Where:

Ps = percentage scored for functionality by the bid under consideration

So = total score of bids under consideration, i.e. weight X value = score

Ms = maximum possible score = 500

Ap = percentage allocated

$$\text{Total percentage scored by the bidder on functionality: } Ps = \frac{\quad}{500} \times 100 =$$

NB: No tender will be regarded as an acceptable tender/responsive if it fails to achieve the minimum qualifying score for functionality of 70 out of a maximum of 100 points.



RUSTENBURG LOCAL MUNICIPALITY

**RLM/DRT/0003/2023/24 - APPOINTMENT OF AN EVENTS AGENCY FOR RUSTENBURG'S ACTIVATIONS AND EVENTS (INCLUDING CONFERENCES) FOR A PERIOD OF 36 MONTHS**

**PRICING SCHEDULE**

| 1. | EVENTS FURNITURE   | QUANTITY | UNIT PRICE |
|----|--|----------|------------|
|    | 3 Seater velvet couch (All colours) x 1                        | 1        |            |
|    | 2 Seater velvet couch (All colours)                            | 1        |            |
|    | 1 Seater velvet couch (All colours)                            | 1        |            |
|    | Coffee Table   | 1        |            |
|    | Carpet 2m x 3m (All colours)                                   | 1        |            |
|    | Side Table Square 800mm  | 1        |            |
|    | Trestle/Square Table (for 10 pax)                              | 1        |            |
|    | Round Table (for 10 pax)                                       | 1        |            |
|    | Wimbledon Chair (All colours)                                  | 1        |            |
|    | Tiffany Chair (All colours)                                    | 1        |            |
|    | Oval Padded Chair (All colours)                                | 1        |            |
|    | Phoenix Chair (All types and colours)                          | 1        |            |
|    | Conference Chair (All colours & type)                          | 1        |            |
|    | Wave/Butterfly Chair (All colours)                             | 1        |            |
|    | Cross back chair (All colours)                                 | 1        |            |
|    | Tub Chair  | 1        |            |
|    | Dining Chair (All colours and type)                            | 1        |            |
|    | Bar Stool (All colours & types)                                | 1        |            |
|    | Bar Table (All colours & types)                                | 1        |            |
|    | Table cloths (Round, Trestle, Cocktail)                        | 1        |            |
|    | Podium (All colours & types)                                   | 1        |            |
|    | Artificial Grass (Per m2) in Green                             | 1        |            |
|    | Stanchion Ropes (All colours) set of 2                         | 1        |            |
|    | Red Cotton Carpet (10m)  | 1        |            |
|    | Orange Cotton Carpet (10m)                                     | 1        |            |
|    | White Cotton Carpet (10m)                                      | 1        |            |
|    | Runners (All colours & types)                                  | 1        |            |
|    | Framed Marquee Per m2 with structural engineer's certification | 1        |            |
|    | 7m x 12m White tent  | 1        |            |
|    | Conference Chair   | 1        |            |
|    | Plastic Chair  | 1        |            |
|    | Director's Chair   | 1        |            |



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|  |   |   |  |
|--|---|---|--|
|  | Air Conditioning (Standing)   | 1 |  |
|  | Decking (400m2 Pegged @ 1500m above existing ground level) with structural engineer's certification | 1 |  |
|  | White Tent Marquee (7m x 15m) with structural engineer's certification                              | 1 |  |
|  | Mobile VIP Toilets (His & Hers)   | 1 |  |
|  | Plastic Toilets (uses chemical)   | 1 |  |
|  | <b>TOTAL (VAT inclusive)</b>  |   |  |

| 2. | CUTTLERY & CROCKERY                          | QUANTITY | UNIT PRICE |
|----|--|----------|------------|
|    | Underplate (All types and colours)           | 1        |            |
|    | Dinner Fork                                  | 1        |            |
|    | Dinner Knife                                 | 1        |            |
|    | Dinner Spoon                                 | 1        |            |
|    | Dessert Knife                                | 1        |            |
|    | Dessert Fork                                 | 1        |            |
|    | Butter Knife                                 | 1        |            |
|    | Square Plate (All colours & types)           | 1        |            |
|    | Soup Spoon                                   | 1        |            |
|    | Round Plate (All colours & types)            | 1        |            |
|    | Tea Pot Set                                  | 1        |            |
|    | Salt & Pepper Set                            | 1        |            |
|    | Drinking Glass (All types and colours)       | 1        |            |
|    | Side Plate in Round (All colours and types)  | 1        |            |
|    | Side Plate in square (All colours and types) | 1        |            |
|    | Napkins (All colours and types)              | 1        |            |
|    | Table Numbers (Wooden)                       | 1        |            |
|    | Table Runners                                | 1        |            |
|    | Round vase                                   | 1        |            |
|    | Square vase                                  | 1        |            |
|    | Rubberized Carpeting (per m2)                | 1        |            |
|    | Draping (per m2)                             | 1        |            |
|    | <b>TOTAL (VAT inclusive)</b>                 |          |            |





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| 3. | EVENT SECURITY  | QUANTITY | UNIT PRICE |
|----|---|----------|------------|
|    | Armed Guard (per hours)                                     |          |            |
|    | Armed Responsive Vehicle (per hours)                        |          |            |
|    | Male Bouncer (per hour)                                     |          |            |
|    | VIP Protectors (per hour)<br>Escort Vehicle (per kilometer) |          |            |
|    | Sweeping Dogs   |          |            |
|    | Patrolling Personnel  |          |            |
|    | Marshalls (per hour)  |          |            |
|    | Barricades Event Fencing (1m x 2m)                          |          |            |
|    | Barricades Event Fencing (2m x 2m)                          |          |            |
|    | Barricades Event Fencing (4m x 3m)                          |          |            |
|    | Barricades Event Fencing (5m x 4m)                          |          |            |
|    | Hiring of marshals, runners, hostess (per hour)             |          |            |
|    | <b>TOTAL (indicate of VAT inclusive)</b>                    |          |            |

| 4. | EXPOS  | QUANTITY | UNIT PRICE |
|----|--|----------|------------|
|    | <b>Linear Type Shell Scheme (3m x 3m x 2,48m)</b><br>Fascia                | 1        |            |
|    | Plug Point   | 1        |            |
|    | Bar Table  | 1        |            |
|    | LED Arm light  | 1        |            |
|    | 2 Bar Stools   | 1        |            |
|    | PVC Panel  | 1        |            |
|    | Plug Point   | 1        |            |
|    | <b>Linear Type Shell Scheme (3m x 3m x 2,48m) – Back to Back</b><br>Fascia | 1        |            |
|    | Plug Point   |          |            |
|    | LED Arm light  |          |            |
|    | Bar Table  |          |            |



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|  |  |          |  |
|--|--|----------|--|
|  | 2 Bar Stools   |          |  |
|  | PVC Panel  |          |  |
|  | <b>Linear Type Shell Scheme (3m x 3m x 2,48m) – Corner and Side Fascia</b> | <b>1</b> |  |
|  | Plug Point   | <b>1</b> |  |
|  | Bar Table  | <b>1</b> |  |
|  | LED Arm light  | <b>1</b> |  |
|  | 2 Bar Stools   | <b>1</b> |  |
|  | PVC Panel  | <b>1</b> |  |
|  | <b>TOTAL (VAT inclusive)</b>   |          |  |

| 5. | <b>FLOWERING</b>                                | <b>QUANTITY</b> | <b>UNIT PRICE</b> |
|----|---|-----------------|-------------------|
|    | 400mm Centre Piece                              | <b>1</b>        |                   |
|    | Rose Bowl                                       | <b>1</b>        |                   |
|    | Rose Balls                                      | <b>1</b>        |                   |
|    | Stage Flower 1000mm                             | <b>1</b>        |                   |
|    | Hanging Flower 1000mm                           | <b>1</b>        |                   |
|    | NB: All flowers to be in Orange, Lime and White | <b>1</b>        |                   |
|    | <b>TOTAL (VAT inclusive)</b>                    |                 |                   |

| 6. | <b>SOUND &amp; MOTION</b>                                | <b>QUANTITY</b> | <b>UNIT PRICE</b> |
|----|--|-----------------|-------------------|
|    | Thin Pulpit Microphone                                   | <b>1</b>        |                   |
|    | Earpiece Event Communicators Wireless                    | <b>1</b>        |                   |
|    | Micro Cue  | <b>1</b>        |                   |
|    | Generator<br>75Kva Generator (Excluding Diesel) per hour | <b>1</b>        |                   |
|    | Cordless Headset Mics                                    | <b>1</b>        |                   |
|    | 46" LED TV with Floor Stand                              | <b>1</b>        |                   |



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|  |                                       |   |  |
|--|---------------------------------------|---|--|
|  | Video Controller / Splitter           | 1 |  |
|  | Drum Kit                              | 1 |  |
|  | Double Keyboard Stand                 | 1 |  |
|  | Guitar Amp                            | 1 |  |
|  | Bass Amp                              | 1 |  |
|  | Instrument Microphone                 | 1 |  |
|  | Cdj 700 / 900 / 2000 usb & cd player. |   |  |
|  | 4channel Mixer                        |   |  |
|  | DJ booth Monitors with stands         |   |  |
|  | <b>TOTAL (VAT inclusive)</b>          |   |  |

| 7. | CATERING                                      | QUANTITY | UNIT PRICE |
|----|---|----------|------------|
|    | Sandwich                                      | 1        |            |
|    | 100% Juice (500ml)                            | 1        |            |
|    | Still Water (500ml)                           | 1        |            |
|    | Sparkling Water (500ml)                       | 1        |            |
|    | Breakfast (English)                           | 1        |            |
|    | Lunch (Two meats; Salads x 2; Vegetables x 2) | 1        |            |
|    | Dinner (3 Course)                             | 1        |            |
|    | Boerewors Roll                                | 1        |            |
|    | Biltong Platter (for 6 pax)                   | 1        |            |
|    | Cheese Platter (for 6 pax)                    | 1        |            |
|    | Finger Food (Different variants)              | 1        |            |
|    | <b>TOTAL (indicate of VAT inclusive)</b>      |          |            |

| 8. | ENTERTAINMENT                                      | QUANTITY | UNIT PRICE |
|----|--|----------|------------|
|    | Traditional Group/Music Group (All types) per hour | 1        |            |
|    | Poet (per hour)                                    | 1        |            |
|    | Language Interpreter (per hour)                    | 1        |            |
|    | Marimba Band (per hour)                            | 1        |            |



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|  |  |   |  |
|--|--|---|--|
|  | String Quartet (per hour)                      | 1 |  |
|  | Live Band (per hour)                           | 1 |  |
|  | Sound Engineer/DJ (Per hour)                   | 1 |  |
|  | Master of Ceremonies (Female or Male) per hour | 1 |  |
|  | Brass Band (per hour)                          | 1 |  |
|  | Mascot Performer (Per hour)                    | 1 |  |
|  | <b>Afro Pop (per hour)</b>                     | 1 |  |
|  | <b>Afro Soul (per hour)</b>                    | 1 |  |
|  | <b>African Contemporary (per hour)</b>         | 1 |  |
|  | <b>TOTAL (indicate of VAT inclusive)</b>       |   |  |

| 9. | ACTIVATIONS                                   | QUANTITY | UNIT PRICE |
|----|---|----------|------------|
|    | <b>Activations Truck (10m x 20m) Per hour</b> |          |            |
|    | - Embedded Sound with full audio set          |          |            |
|    | - Embedded Stage & x 2 LED Screens            |          |            |
|    | - Branding abilities                          |          |            |
|    | Backup generator                              |          |            |
|    | <b>TOTAL (indicate of VAT inclusive)</b>      |          |            |

| 10. | TRANSPORT (WITH PASSENGER LIABILITY INSURANCE) | QUANTITY | UNIT PRICE |
|-----|--|----------|------------|
|     | Bus Private Chatter Services (per kilometre)   | 1        |            |
|     | Minibus Private Hire (per kilometre)           | 1        |            |
|     | <b>TOTAL (indicate of VAT inclusive)</b>       |          |            |

| 11. | VENUE HIRE (WHEN NECESSARY)              | QUANTITY | UNIT PRICE |
|-----|--|----------|------------|
|     | Golf Club                                | 1        |            |
|     | Mall Exhibitions                         | 1        |            |
|     | Hall                                     | 1        |            |
|     | <b>TOTAL (indicate of VAT inclusive)</b> |          |            |