



## **“TERMS OF REFERENCE”**

**For the Provision of Events Management Services for the Annual Taung Cultural Calabash for a period of three (3) financial years**

**Closing Date: 13 December 2024**

**Time: 11h00 AM**

**BID NUMBER: MACSF 006/B/HEAD OFFICE/2024/25**

**BID VALIDITY PERIOD: 90 DAYS**



**Mmabana Mahikeng Centre**

**Physical Address: 101 Dr James Moroka Drive.**

**Mmabatho**

**2735**

**Telephone: 082 880 5128**

**Email:**

**jobetan@mmabana.org.za**

## **1. INTRODUCTION**

In a quest to grow the Economy of the North West Province, and to contribute significantly to the economy while fostering a more cohesive and united society, the North West Provincial Government is involved in multiple activities and initiatives on a frequent basis all year round. The festival activities are meant to contribute to the province key strategic objectives that would be applicable to a particular event namely:

- Nation building through effective social cohesion.
- A sound governance fiscal management system.
- Creation of job opportunities for the youth, women, and people living with disabilities.

The Mmabana Arts, Culture and Sport Foundation (MACSF) has therefore in its endeavor to contribute to the above as well its mission. Created initiatives and services where public resources are used to unlock the potential of the sectors, and to cultivate the landscape for tangible growth and development.

## **2. PURPOSE**

The Mmabana Arts, Culture and Sport Foundation seeks to appoint a suitably qualified Events Management Service Provider that will provide a comprehensive festival activities coordination and management services for the annual Taung Cultural Calabash. The service provider should have the ability, capacity, infrastructure, experience and knowledge in order to manage the Taung Cultural Calabash for a period of three financial years.

## **3. BACKGROUND**

The 2024/25 Taung Cultural Calabash will be celebrating its 30 years. The Festival is one of the long running cultural festival in the country. In the last 29 years the Calabash has experienced its ups and downs but has remained

resilient. The Festival has given platforms for both our local and national artists, creating job opportunities. The North West Province is a diverse place whose wealth is its culture and heritage. As such the Taung Cultural Calabash (TCC) was founded on this very premise with a strong commitment to develop the provincial arts and culture sector.

As a developmental Festival, The Taung Cultural Calabash crisscross the province giving young people opportunities to participate in the Taung Cultural Calabash competitions. Different aspects and stages of the Taung Cultural Calabash are designed in such a way that encourage competitive mass participation of youth and artistic groups, starting with auditions at different regions and culminating into a spectacle of performances of the winning arts groups and exhibitions at the main festival at the DR Segomotsi Mompoti district (DRSM). The main festival is a three-day event with a plethora of activities such as activations, Kgotla event, youth festival, cultural festival, fashion show, exhibitions, workshops, TCC main competition, and the main jazz festival.

The Taung Cultural Calabash normally takes place for three days in the month of September as it coincides with the National Heritage Day, making it an opportune event for cultural practitioners and businesses in the DRSM district. An annual Provincial Flagship project for Mmabana Arts, Culture and Sports Foundation. The festival also provides much-needed tourism activation in the district through Heritage site appreciations (i.e. The Taung Skull Heritage site) and local tours; the latter amplifies the festival's purpose for existence and positions it well among other festivals of national importance in the country.

#### **4. APPLICABILITY**

- This bid is applicable to Mmabana Arts, Culture and Sport Foundation
- It will be required of the awarded Taung Cultural Calabash Management Service provider to plan, consult, organize and manage Taung Cultural Calabash through its implementation in February 2025, September 2025, and September 2026.

The festival will be hosted on the following dates in the three Financial Years:

- 27 February – 02 March 2025
- 25 – 28 September 2025
- 24 – 27 September 2026

## **5. PRE-QUALIFYING CRITERIA**

### **5.1 First Stage**

Prospective service providers are required to submit the following documents:

5.1.1 A Bid document for the Taung Cultural Calabash will be completed and submitted to the Mmabana Arts, Culture and Sport Foundation.

5.1.2 An un-priced proposal which describes the bidders proposed approach to provide the full scope of services. It may include photos, menus, suggested venues and other items to illustrate the approach. It must include the project plan and dates for this to be achieved.

5.1.3 The submission should have two clearly marked envelopes and deposited in the tender box.

#### **A. Envelop Number one (1) must include the following:**

- Un-priced written Proposal.
- And a USB with a video recording explaining the approach contained in the written proposal. The video should not exceed 30 minutes.
- All returnable documents except priced documents.

#### **B. Envelop Number two (2) must include the Priced Bid.**

### **5.2 Second stage:**

Prospective service providers are required to submit the documents as indicated in the second stage of evaluation which is based on functionality:

The un-priced proposals will be evaluated for responsiveness and the bidder(s) who scored minimum of 70 points on functionality for the proposal will be taken to the next stage of evaluation which is based on price and preference point system.

### **5.3 Third stage:**

Prospective service providers are required to submit the following document:

- 5.3.1 A separate envelope for a priced proposal with a budget (full breakdown of costs) attached to it which will be opened after the completion of the second stage.

## **6. POST AWARD REQUIREMENTS**

- The appointed service provider will be requested to attend a briefing meeting with the MACSF. Thereafter the appointed service provider can further engage on the implementation strategies for all the festival activities.
- The MACSF will subsequently approve the budget and give the approval for the work to commence on all the festival activities.
- Continuous liaison between the MACSF and the appointed service provider will take place on a regular basis as will be determined in the agreement between both parties.
- The appointed service provider must submit an event Close-out report within ten (10) working days after the event.

## **7. ROLES AND RESPONSIBILITIES**

The role of the MACSF and the Events Management Company will be:

MACSF: It will be required of the MACSF to provide continuous support to the Festival Events Management Company by signing-off on all issues, guidance, and share required information with the company and provide funding for festival activities.

Events Management Company: It will be required of the Events Management Company to:

- provide information regularly on all issues related to the festival activities
- make proposals on the best practice, ensure that cost-effectiveness is adhered to
- ensure that a professional service is delivered
- report on jobs created
- communicate all challenges experienced
- identify, manage and report on potential risks
- provide a detailed narrative Close-out and Expenditure Reports

## 8. TASK DESCRIPTION

	TASKS	NOTED
	The service provider will be expected to conceptualize, plan, organize, implement and manage festival activities with respect to the following tasks and categories:	
<b>8.1</b>	<b>LIAISON</b>	
-	Make contact with relevant stakeholders that may be involved in the festival activities, and the delegated official from the MACSF, in making sure that the event is run according to sound festival activities management standards for all arrangements of the Taung Cultural Calabash.	
-	Liaison with all the service providers on site on the days of the festival activities.	
-	Ensure that the MACSF representative is constantly informed of planning and that there is close co-operation with the delegated MACSF official during	

	the project implementation period.	
-	Presentations on progress should be made by the Festival activities Management company when called to do so as an when required.	
	One point of entry into the MACSF will be applied. Approvals and direction is only given by the MACSF representative only. Liaison is therefore only between the service provider and the single MACSF representative and with no-one else.	
<b>8.2</b>	<b>LOGISTICAL REQUIREMENTS</b>	
-	<p>Provide logistical arrangements for all festival activities. Logistical arrangements involve the following services and facilities but not limited to:</p> <ul style="list-style-type: none"> <li>Sound;</li> <li>Audio-visual Screens;</li> <li>Stage; as per the technical riders;</li> <li>Tents / Marquees</li> <li>Shaded Stages / Raised platforms;</li> <li>Lecterns / Podiums;</li> <li>Chairs;</li> <li>Tables;</li> <li>Public Address System (PA system);</li> <li>Standby technical assistance;</li> <li>Power generator(s)</li> <li>Climate control, eg heating and cooling;</li> <li>Portable chemical toilets;</li> <li>Clearing and cleaning of site (before and afterwards);</li> </ul>	

	<p>Signage;</p> <p>Enough and safe parking;</p> <p>Exhibition facilities;</p> <p>Catering at festival activities;</p> <p>Site plans / layout; and</p> <p>Crowd control barriers.</p>	
-	Pictures of all implemented logistics should be submitted to the MACSF representative during after the festival activities.	
-	Ensure the activation of Joint Operation Centers (JOC) for all festival activities and provide safety certification for all infrastructures erected for the festival activities.	
<b>8.3</b>	<b>PHOTOGRAPHER AND VIDEOGRAPHER</b>	
-	The service provider will be required to provide a photographer and a videographer to capture all activities during the Festival.	
-	Pictures and footage of all implemented activities should be submitted to the MACSF representative during and after the Festival.	
<b>8.4</b>	<b>ENTERTAINMENT</b>	
-	The service provider will be expected to provide a recommended line-up to suit the Taung Cultural Calabash and to achieve the objectives of the MACSF.	
-	It will be required of the service provider to appoint artistic director and curator for some festival activities.	



-	<p>It will be expected of them to:</p> <ul style="list-style-type: none"> <li>-co-ordinate the performance of these artists and groups on the day of the event;</li> <li>-be the liaison body between the MACSF and the artists before and after the event;</li> <li>-ensure proper transport, accommodation and catering arrangements are made for the performers;</li> <li>-handle all contracts, bookings, EFT payments and other administrative issues related to the artist's performances.</li> <li>- to provide dressing rooms for artists.</li> </ul> <p>The MACSF will give approval on the final line-up to ensure its relevance and consistency with the theme of the event.</p>	
-	<p>The appointed service provider should ensure that rehearsals of all performers or artists take place where necessary. A schedule of rehearsals should be provided to the MACSF.</p>	
-	<p>It will be required of the appointed service provider to appoint a stage manager and crew to co-ordinate the performances.</p>	
-	<p>Profiles of suggested artists should be provided to the MACSF to allow for an informed decision at all times.</p>	
-	<p>The appointed service provider should be able to accommodate suggested changes to the artist line-up at all times.</p>	

-	It will be expected of the service provider to provide all technical requirements for performers as per their technical riders.	
-	South African Music Rights Organization (SAMRO) costs should be included at all times. 2% of the total budget should be allocated and transferred to SAMRO on behalf of the MACSF. Proof of payment should be provided to the MACSF.	
<b>8.5</b>	<b>FESTIVALS AND EXHIBITIONS</b>	
-	The three (3) days festival will encompass; the main jazz festival, cultural festival, youth festival, theatre productions, fashion show, exhibitions, Kgotla event, food stalls, lifestyle markets, gala dinner, and the beer garden.  The following tasks will be required of the service provider:	
-	Provide a list of proposed productions with synopsis to the MACSF for approval. Screening and rehearsals of the productions are regarded as an integral part thereof.	
-	Take charge of all the necessary liaison with regard to the festival and exhibitions, vendors, and the chosen productions.	
-	Take care of the programming for the festival and exhibitions.	
-	Source and pay for venues where the festival and exhibitions will be held.	
-	Organize a Media Launch and gala dinner (official	

	opening).	
-	A Festival office should be set up by the Service provider. The address, telephone number and email address should be communicated to the MACSF representative.	
<b>8.6</b>	<b>PROMOTIONAL ITEMS</b>	
-	The service provider should provide for the design and production of a wide range of promotional items. Promotional items should have the MACSF look and feel. The logo of the MACSF and relevant partners should at all times appear on promotional items.	
-	All material must be delivered to the venue where the promotional items are required before the event.	
	All unused material is the property of the MACSF and must be returned to the MACSF.	
	The Logo of the MACSF may not be used outside MACSF sanctioned festival activities or promotional items.	
<b>8.7</b>	<b>TICKETING</b>	
-	Provide a ticket plan for the selling and distribution of tickets.	
-	Provision of different tickets packages for the festival. e.g VIP Packages, early-bird tickets.	
<b>8.8</b>	<b>INTERPRETERS, INTERPRETING EQUIPMENT, TRANSCRIPTION, TRANSLATION AND RAPPORTEURS.</b>	

-	It will be expected of the service provider to ensure that consecutive and simultaneous interpreting are available at any activities organized by the MACSF, or where the need arise.	
-	The service provider should source the provision of all necessary equipment, for example, microphones, booths, headsets, etc., for interpreting.	
-	Two sign language interpreters will be required. Only Accredited interpreters should be used at all times. Proof of accreditation to a professional body should be provided before the appointment is made.	
-	It may be required of the service provider to provide a transcription service at festival activities of the MACSF or where the need arise.	
<b>8.9</b>	<b>SECURITY SERVICES</b>	
-	The appointed service provider will be required to appoint a safety officer.	
-	Arrange for and organize a private security company which is compliant to PSIRA (Private Security Industry Regulatory Authority) to secure and control event site(s) before, during and after the festival activities where it will be required.	
-	Appoint a security liaison person to activate the Joint Operations Centre (JOC) and that could liaise with all security forces at all festival activities, for e.g. State Security Services (SSA), the South African Police Services (SAPS), VIP Protection Unit, Presidential Protection Services (PPS), Public Order Police Services (POPS) units, Traffic Police, Emergency Medical Services (EMS), Ambulance	

	Services and Fire Departments.	
-	It would also involve attending meetings with security forces on national, provincial and local level.	
-	Ensure that the safety file and security plans are drafted and distributed to the MACSF representative on time.	
-	Take charge with the relevant security agencies on the days of festival activities.	
-	Implement the marshalling component of the event which will include the recruiting of credible marshals, brief them, train them, liaise with them at the event and pay them immediately after the event.	
<b>8.10</b>	<b>CATERING</b>	
<b>A</b>	<b>Catering for invited guests, artists and officials.</b>	
-	Organize and provide catering for invited guests, artists, and officials at festival activities. Catering will either consist of a buffet meal, a formal sit down with a plated meal or a cocktail menu including bottled water and a soft drink.	
<b>B</b>	<b>Refreshment services during catering</b>	
-	Bottled water should be used as an opportunity for the MACSF to brand itself. Suggestion in this regard will be expected from the service provider.	
	Labeling food in terms of allergies should be provided.	
	The service provider should as much as possible	

	cater for all dietary requirements.	
<b>C</b>	<b>Décor and Flower arrangements</b>	
-	The service provider should ensure that all festival activities are properly decorated with décor and flower arrangements. Décor should fit in with the MACSF corporate identity manual and overall event look and feel.	
-	MACSF will provide guidance on the décor application for the event.	
<b>D</b>	<b>Catering equipment.</b>	
-	The service provider should provide catering equipment for each venue where kitchen facilities are not available.	
-	The service provider must ensure that the electrical equipment is in full working condition and must be able to provide back-up in the form of generators.	
<b>8.11</b>	<b>TRANSPORT AND PARKING.</b>	
-	Take responsibility for the co-ordination of all parking arrangements on the days of the festival activities.	
-	Co-ordinate activities of transport and parking before and on the day of all the festival activities.	
<b>8.12</b>	<b>ACCOMMODATION.</b>	
-	The service provider should provide accommodation for travelling artists performers at the festival activities.	
-	The service provider should provide	

	accommodation for all travelling invited guests attending the festival.	
-	The service provider should provide accommodation for Mmabana officials and crew working on the festival.	
<b>8.13</b>	<b>ACCREDITATION, INVITATIONS AND RSVP</b>	
-	Take responsibility for the Invitation of guests, compiling of RSVP lists, accreditation of guests, ushering and seating of invited guests at all festival activities in consultations with the MACSF.	
-	It will be required of the service provider to exercise strict control over the invitations, RSVP and accreditation process.	
-	Assist the MACSF representative in preparing the protocol arrangements for all festival activities of the MACSF. For example, table cards, etc.	
<b>09</b>	<b>FINANCIAL</b>	
	The service provider shall provide a detail cost breakdown of all festival activities during the Taung Cultural Calabash.	
-	The service provider should keep record of all work done on each event. A prescribed template and schedule of reporting will be provided.	
-	For the purposes of this bid, interested events management companies should budget for a period of three (3) financial years.	
-	The service provider should note that cost effectiveness is a critical factor in the evaluation of	

	bids.	
-	MACSF will perform monitoring and evaluation functions during and after each event.	
-	Pricing should be aligned to government Cost Containment.	

## 10. DELIVERABLES

The successful service provider will be expected to deliver the following pertaining to the different phases of the project.

### 10.1 Planning Requirements:

- 10.1.1 Event conceptualization that is aligned to audience development (attraction).
- 10.1.2 Provide Event Grading.
- 10.1.3 To establish a fully functional office with its own personnel and resources.
- 10.1.4 Logistic planning and the coordination of the technical aspects prior to the event hosting, budget management, risk management and post event report.
- 10.1.5 To source and secure all venues.
- 10.1.6 Entering into agreement on behalf of the MACSF with tickets sales agencies such as “Compu-ticket” for tickets sales, cash management and statistics report.
- 10.1.7 Enter into an agreement on behalf of the MACSF with artists for all performances.
- 10.1.8 Fund-raising strategy, provide plans and mechanism for raising additional funding and partners for the Festival.
- 10.1.9 Provision of detailed marketing and promotional execution plans, marketing schedules, promotion schedule, media releases.



- 10.1.10 To provide a total management plan with regard to cleaning and waste management inside and outside all venues during the Taung Cultural Calabash.
- 10.1.11 Content development and design of the layout for electronic and online invitations and registration, sms reminders, confirmation and provision of live reports, and RSVP management.
- 10.1.12 To ensure that necessary permits are obtained which are required by law to run the festival / event.
- 10.1.13 Take out public liability insurance not less than R10m for the three financial year activities.

## **10.2 Implementation Requirement:**

- 10.2.1 Provision of onsite tickets sale booths and personnel.
- 10.2.2 Produce the festival programs for invited guests and the public.
- 10.2.3 Develop a selling and distribution plan for tickets.
- 10.2.4 Preparation of safety files, site layout maps, attending meeting with the Joint Operations Committee (JOC) and receive signoffs.
- 10.2.5 Organizing of event security and emergency planning for the event.
- 10.2.6 Produce a comprehensive public transport plan, park and ride, and secure parking at all venues.
- 10.2.7 Attend site inspection and dry run/pre event arrangement to be conducted with the MACSF representatives.
- 10.2.8 Artists management, booking of artists, program directors/ MC's and to enter into contracts with all performers.
- 10.2.9 Payment of artists and any other related costs including their accommodation and travel and S&T's.
- 10.2.10 Technical Production Services, booking and setup of all necessary technical equipment: Stages, Sound, lighting, Audio Visual, standby power generator, and pyrotechnics.

- 10.2.11 Structure Management: marquees, tents, podiums and platforms with strict compliance to all Health and Safety regulations.
- 10.2.12 Provide a proper power management plan, power generators, enough fuel on site and spills and fire management plan.
- 10.2.13 Provision of decor services to be compliant with the brand corporate identity.
- 10.2.14 Provision of the entire Festival Branding Materials.
- 10.2.15 Provision of catering arrangements for VIP, artists, crew and catering menus.
- 10.2.16 Provision of photography and videography services.
- 10.2.17 Development and management of the Festival website.
- 10.2.18 Fund-raising strategy provide plans and mechanism for raising additional funding and partners for the festival.
- 10.2.19 Provision of all compliance certificates; Structural Engineer certificates, Electrical Engineer certificates, Temporary structure certificates.
- 10.2.20 Strict adherence to specifications.
- 10.2.21 Strict adherence to the Safety at Sports and Recreational Events Act: No 2, 2010.
- 10.2.22 Strict adherence to Basic Conditions of Employment Act.
- 10.2.23 Strict adherence to prescribed minimum wages.
- 10.2.24 Strict adherence to Occupational Health and Safety Act.

### **10.3 Reporting Requirements:**

- 10.3.1 A post event report should be submitted within ten (10) working days after the event, which must include, but is not limited to, the number of jobs created during the event for example women, youth and people with disability. And how the event has impacted the community in which it was hosted.

10.3.2 The template for the post event report will be provided by the MACSF.

## **11. SPECIAL CONDITIONS**

- 11.1 The appointed service provider shall provide the Public Liability Insurance and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of its Contract. The Service Provider must within five (5) days of appointment submit proof of Public Liability Insurance as prescribed.
- 11.2 The appointed service provider shall also provide the Public Liability Insurance and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, weather cover, arising from or in connection with the provision of services under this Contract or the operation of any vehicles or other equipment or leased by the Service Provider or its agents, employees or sub-contractors performing work or services in connection with this Contract.
- 11.3 The appointed service provider shall, upon request, provide the MACSF with satisfactory evidence of the insurance required under this Article.
- 11.4 The appointed service provider shall establish a fully functional office, in Taung within thirty (30) days after the award.

## 12. EVALUATION CRITERIA

12.1 The evaluation process will be conducted in phases as follows

Phase 1	Phase 2	Phase 3
<b>Administration requirements</b>	<b>Functionality</b>	<b>Price and PPR2022</b>
Compliance with mandatory and other bid requirements.	Bids will be assessed to verify bidders' capability and ability to execute the contract.  Testing minimum of 70 points.	Bids evaluated in terms of the 80/20 preference system.

### Phase 1: ADMINISTRATION REQUIREMENT

- 12.1.1. SBD 1: Invitation to bid.
- 12.1.2. SBD 4: Declaration of interest.
- 12.1.3. SBD 6.1: Preference points claim form of the Preferential Procurement Regulation.
- 12.1.4. CSD report reflecting compliant tax status, successful bank verification and ownership information.
- 12.1.5. ID Copies of the shareholders
- 12.1.6. Company Profile (Mandatory)
- 12.1.7. In bids where joint ventures / sub-contractors are involved, each party must submit a separate proof of Tax Compliance Status (TCS) or PIN / CSD number.
- 12.1.8. **Joint Ventures, Consortiums and Trusts**

- A trust, consortium or joint venture, will qualify for preference points for their status level of ownership as a legal entity, provided that the entity submits their supporting documents as indicated in line with preferential procurement regulation and Mmabana preferential procurement policy.

- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The MACSF will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

### 12.1.2 Phase 2: FUNCTIONALITY

Testing minimum criteria: 70 points for technical criteria

Criteria	Weight	Value	TOTAL
<b>1. Relevant experience in executing similar events (festivals) as the TCC.</b> <ul style="list-style-type: none"> <li>• Signed and authentic clients' letters not older than 3 months. The letter must be on a letter head of the client. <b>The following details are to be included in the client letter:</b></li> <li>• Details of work that have been successfully completed (In event management Services</li> </ul>	25	8 or more events of similar nature as the TCC.	5
		6 events of similar nature as the TCC.	4
		4 events of similar nature as the TCC.	3
		3 events of similar nature as the TCC.	2
		2 events of similar nature as the TCC.  Less than two events will not be awarded any points.  NB: Hosting the same event multiple times will be accumulated. e.g. Hosting TCC year 1 and year 2 will count as two (2).	1

<p>and the scope of work).</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A valid ticket sales report of the event from a recognized and register ticket sales outlet. e.g Computicket.</li> </ul>			
<p><b>2. Organization and Staffing (Key personnel).</b></p> <ul style="list-style-type: none"> <li>• CVs with contactable references be attached.</li> <li>• Key personnel refer to officials involved in the day-to-day running of the company.</li> </ul> <p>CVs of the below key personnel to be attached:</p> <ul style="list-style-type: none"> <li>• <b>Project Manager</b></li> <li>• <b>Artistic Manager</b></li> <li>• <b>Marketing Manager</b></li> <li>• <b>Logistic Manager</b></li> <li>• <b>Technical Production Manager</b></li> </ul> <p>(Cumulative years of experience of individuals will be considered)</p>	25	Key personnel with experience of 10 or more years.	5
		Key personnel with experience 8 – 9 years.	4
		Key personnel with experience 6 – 7 years.	3
		Key personnel with experience 4 – 5 years.	2
		Key personnel with experience of 1 to 3 years.	1
		NB: Each key personnel will be scored to the maximum of 5 points.	
<p><b>3. Demonstrated capacity of service provider to perform.</b></p>	25	<p><b>List of equipment:</b></p> <ul style="list-style-type: none"> <li>➤ Stage, Sound, Lights, Screens (Audio Visual), standby power generators.</li> </ul>	5

<p>➤ List and pictures of equipment:</p> <p>NB: The list of equipment must be in line with the detailed specification; measurements and quantities.</p>		<p>➤ Marquees, ➤ Collapsible fence</p>	
		<p>➤ Sound, Lights, Screens (Audio Visual), standby power generators. ➤ Marquees, ➤ Collapsible fence</p>	4
		<p>➤ standby power generators. ➤ Marquees, ➤ Collapsible fence</p>	3
		Any other equipment relevant to the event.	2
<p><b>4. Relevance and Quality of the Proposal and Project Plan:</b></p> <p>A detailed proposal to include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Illustrative venue layout/plan.</li> <li>• Detailed marketing and communication implementation plan.</li> <li>• Comprehensive sponsorship plan.</li> <li>• Detailed security implementation plan in line with the specification.</li> <li>• Festival program</li> </ul> <p><b>NB: Attach relevant supporting documents to each. E.g. SLA or proof of promissory agreement</b></p>	25	Rating - Above average (Submitted a complete proposal with supporting document).	5
		Rating – Average (Submitted a complete proposal without supporting document).	3
		Rating – Below average (Submitted Incomplete plan or proposal).	2
		Rating – Poor (Non-Submission)	0

12.1.2.1 For purposes of comparison and in order to ensure meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned in paragraph 12.1.2

12.1.2.2 A service provider that scores less than 70 out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified.

12.1.2.3 Only qualifying bids scoring a minimum of 70 points on functionality will be evaluated in terms of 80/20 preferential points system.

### **13. Phase 3: 80/20 PREFERENTIAL POINTS SYSTEM**

**Preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.**

- 80 points for price
- 20 points as per Mmabana Preferential Procurement Policy and in terms of the Preferential Procurement Regulations 2022
- The points for price will be calculated as follows:

$$Ps=80(1-Pt-Pmin/Pmin)$$

Where Ps = Points scored for comparative bid under consideration.

Pt = Price of tender under consideration and.

Pm = Price of lowest acceptable tender.

- The table as detailed in SBD 6.1 to be used to calculate the score out of twenty (20) in line with Mmabana specific goals for this Bid:

**NB: Only Bidders who submitted proof of Locality and proof of disability will be awarded points for locality and disability respectively.**



## **14. CONTRACTUAL ARRANGEMENT**

14.1 The appointed service provider will enter into a Service Level Agreement with the Mmabana Arts, Culture and Sport Foundation to perform all functions as set out in the project Specification or Terms of Reference.

## **15. CONFIDENTIALITY**

15.1 No information or documentation may be used for any other purpose other than providing for a tender proposal to the MACSF, and no copies of any document may be made, except with prior written approval from the MACSF.

15.2 The successful bidder and staff will be required to sign a non-disclosure agreement.

## **16. PACKAGING OF BID**

16.1 Bidders to arrange the Standard Bidding Documents (SBDs) in their respective submissions in a numerical and orderly manner.

## **17. SUBMISSION OF BIDS DOCUMENTS**

17.1 Bidders are advised to ensure that their bids are submitted on time.

17.2 Bidders should deposit their sealed and clearly marked (tender number) documents into the tender box available at the reception area at the address below:

Mmabana Mahikeng Centre  
101 Dr. James Moroka Drive  
Mmabatho.

17.3 Bids received after the closing date and time will not be accepted for consideration.

## 18. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF DOCUMENTS

18.1 There will be no briefing session conducted, for all enquiries related to the Terms of Reference, the following officials will be contacted.

<b>Technical enquiries:</b>
Mr. Neo Jobeta
Tel: 082 880 5128 (During working hours) – 8h00 to 16h30 during the week
Email: <a href="mailto:jobetan@mmabana.org.za">jobetan@mmabana.org.za</a>
<b>Supply chain enquiries:</b>
Mr. Mandla Twala
Tel: 066 189 9515 (During working hours) – 8h00 to 16h30 during the week
Email: <a href="mailto:mtwala@mmabana.org.za">mtwala@mmabana.org.za</a>

18.2 Mmabana Arts, Culture and Sport Foundation reserves the right to approve or not to approve the appointment of the service provider.

**SBD1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	MACSF006/B/HEAD OFFICE/2024/25	CLOSING DATE:	13 DECEMBER 2024	CLOSING TIME:	11H00AM
DESCRIPTION	For the Provision of Events Management Services for the Annual Taung Cultural Calabash for a period of three (3) financial years.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
MMABANA MAFIKENG CENTER					
101 Dr James Moroka Drive, Mmabatho, 2735					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. M. Twala		CONTACT PERSON	Mr. Neo Jobeta	
TELEPHONE NUMBER	066 189 9515		TELEPHONE NUMBER	082 880 5128	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	mtwala@mmabana.org.za		E-MAIL ADDRESS	jobetan@mmabana.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<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 BELOW.</b>					

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:  
.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
.....  
(Proof of authority must be submitted e.g. company resolution)

DATE:  
.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

\_\_\_\_\_

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

.....  
.....

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

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

<sup>2</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.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*
- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**  
The maximum points for this tender are allocated as follows:



	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Black People (POINTS WILL BE PROPORTIONALLY AWARDED IN LINE WITH OWNERSHIP OF BUSINESS).</b>	4	
<b>Black Females (POINTS WILL BE PROPORTIONALLY AWARDED IN LINE WITH BLACK FEMALE OWNERSHIP OF BUSINESS).</b>	5	
<b>Black Youth (POINTS WILL BE PROPORTIONALLY AWARDED IN LINE WITH BLACK YOUTH OWNERSHIP OF BUSINESS).</b>	5	
<b>People with Disability (MEDICAL REPORT/RECORD)</b>	3	
<b>Promotion of Enterprises in Local District/Municipal Area.</b>	3	
3 - Acceptable evidence of Operational office owned or leased in Dr Ruth Segomotsi Mompati District.		

2 - Acceptable evidence of Operational office owned or leased outside Dr Ruth Segomotsi Mompoti District but within the North West Province.		
1 - Acceptable evidence of Operational office owned or leased outside Dr Ruth Segomotsi Mompoti District and the North West Province but within South African.		
<b>Total Points</b>	20	

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name \_\_\_\_\_ of company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number: \_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis

or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....