REQUISITION FOR QUOTATIONS (RFQ)

RFQ NO: 136/2026/CSO/ENTERTAINMENT/RFQ

APPOINTMENT OF A SERVICE PROVIDER TO UPPLY MEDIA BANNER, EXHIBITION WALL, GIFT BOXES AND PROVIDE LIVE JAZZ ENTERTAINMENT TO TCTA

DESCRIPTION:	Appointment of a Service Provider to Supply TCTA 40-Year Anniversary Media Banner, Exhibition Wall, Gift Box Sets And Provide Live Jazz Entertainment.
ISSUE DATE:	16 November 2026
BRIEFING SESSION	N/A
CLARIFICATIONS DEADLINE:	19 November 2026 @ 11H00
CLOSING DATE:	24 November 2026 @11H00 a.m.
SUBMISSION OF PROPOSALS:	tenders06@tcta.co.za
ENQUIRIES	tenders06@tcta.co.za
BID VALIDITY PERIOD:	30 calendar days
ENQUIRIES:	Email Address: tenders06@tcta.co.za
DATE REQUIRED:	Gifts must be ready by 07 December 2026. Gifts must be delivered to Irene Country Hotel on 11 December 2026 at 08:00. Live jazz entertainment is required on 12 December 2026 at 18:00. The band must arrive by 15:00 to set up all equipment and complete the soundcheck before the event starts. Historical wall exhibition: The exhibition must be fully designed, fabricated and ready for installation at Irene Country Hotel on 11 December 2026.

BACKGROUND

The Trans-Caledon Tunnel Authority (TCTA) will be commemorating its 40th anniversary in 2026, marking four decades of delivering critical water infrastructure projects and contributing to water security and socio-economic development in South Africa.

As part of the anniversary celebrations, TCTA intends to procure specially curated commemorative gift box sets for selected stakeholders, partners and other key individuals who have contributed to, or supported, TCTA's mandate and achievements over the past 40 years.

In addition to the commemorative gifts, TCTA intends to incorporate live jazz entertainment into the anniversary celebrations to create an elegant and memorable experience for guests. The entertainment must complement the nature and significance of the occasion and contribute to a sophisticated corporate atmosphere.

Furthermore, TCTA requires the design, fabrication and installation of a customised historical wall exhibition that showcases the organisation's journey over the past 40 years. The exhibition must present TCTA's history in a visually engaging timeline format, incorporating key milestones, significant infrastructure projects, achievements and historical photographs that reflect the organisation's contribution to South Africa's water security. The exhibition will form part of the anniversary event and must subsequently be relocated to TCTA's offices as a permanent historical display.

TCTA also requires the design, production and installation of a customised 6-metre media banner for the anniversary event. The banner must incorporate TCTA's 40-year anniversary branding and provide an appropriate branded backdrop for media activities, photography and event coverage.

The appointed service provider will therefore be required to provide an integrated service comprising the supply of customised commemorative gift box sets, coordination of live jazz entertainment, design and construction of the historical wall exhibition, and design, production and installation of the 6-metre media banner, in accordance with the requirements outlined in this specification.

The following delivery and event deadlines must be strictly adhered to:

- Commemorative gift box sets: All gifts must be fully branded, assembled and packaged by 07 December 2026. The appointed service provider must submit clear visual evidence, including photographs, confirming that all gifts have been completed, branded and packaged by this date.

- Delivery to the event venue: All gift boxes and applicable event-related items must be delivered to Irene Country Hotel on 11 December 2026 at 08:00.

- Historical wall exhibition: The exhibition must be fully designed, fabricated and ready for installation at Irene Country Hotel on 11 December 2026. The appointed service provider must install and complete the exhibition at the venue in preparation for the anniversary celebration. Following the event, the exhibition must be dismantled, transported and reinstalled at TCTA's offices as a permanent display.

- 6-metre media banner: The banner must be fully designed, produced and installed at Irene Country Hotel in time for the anniversary event on 11 December 2026. The appointed service provider must ensure that the banner is securely installed and positioned in the designated media area.

- Live jazz entertainment: The live jazz band must perform on 12 December 2026 at 18:00. The band must arrive at the venue by 15:00 to set up all equipment, conduct soundchecks and complete all technical preparations before the event commences.

The appointed service provider must demonstrate the capacity, experience and resources required to deliver all components within the stipulated timeframes and to the quality standards expected of TCTA's 40th anniversary celebration.

SCOPE OF WORK

The appointed service provider will be required to undertake the following:

- Design, source, customise, assemble and deliver commemorative gift box sets incorporating TCTA's approved 40-year anniversary branding.
- Supply premium-quality products that meet the specifications and presentation standards outlined in this document.
- Design and produce customised commemorative cards containing a message highlighting TCTA's 40-year journey and achievements.
- Propose three (3) suitable live jazz bands for TCTA's consideration and selection.
- Coordinate and arrange the performance of the selected jazz band for a period of three (3) hours on the date and at the venue communicated by TCTA.
- Manage all logistical arrangements relating to the gift box production, delivery and entertainment component.
- The appointed service provider must deliver and build exhibition wall at the Irene Country Hotel on 11 December 2026 and move and install the exhibit to the TCTA offices on the 13 December 2026.

SCOPE OF WORK

The images below are examples only. Service providers must source items as described in the scope of work.

Date: 12 December 2026

Event start: 18:00. Band arrival: by 15:00 for equipment setup and soundcheck.

Venue: Irene Country Hotel

Dress Code: Black Tie

Qty	Item	Description
300	Gift Box Sets  	Each gift box set must contain the following items: **1. Custom-branded wine** **200 bottles of alcoholic wine** **100 bottles of non-alcoholic wine** One bottle of good-quality wine (*3+ Year-Old Wine*) customised with the TCTA 40-year anniversary logo on the front and approximately 15cm x 9cm label at the back for a 100-word story about the TCTA wine farm. The branding must be professionally applied, durable and visually appealing. Branding must use foil printing or foil stamping. **2. Wine glasses** Two "premium/high-quality wine glasses" suitable for formal dining, hospitality and professional service, branded with the TCTA logo. Branding must be applied through sandblasting or laser engraving to ensure a permanent and premium finish.

		**3. Glass carafe** One “premium/high-quality glass” carafe branded with the TCTA logo through sandblasting or laser engraving. The branding must be clear, professionally executed and consistent with the overall presentation. **4. Presentation box** One premium-quality presentation box designed to accommodate all items securely. The box must have a refined finish and incorporate suitable TCTA 40-year anniversary branding, subject to approval. It must include custom-fitted compartments or inserts to prevent movement and damage during transportation and handling. The box must be branded using foil printing or foil stamping. **5. Commemorative anniversary Z-fold card** - A customised anniversary card must be included in each gift box. - The card must feature TCTA 40-year anniversary branding and contain a professionally written message recognising TCTA’s four decades of achievements and contribution to water infrastructure development and water security. - Foil printing or foil stamping must be applied to the front and back of the Z-fold card, which must have a minimum of four folds and contain images and text about TCTA. - The card must be A6 when folded and supplied in a high-quality envelope. - TCTA will provide the information and images. Bidders must prepare the layout and design and submit the artwork to TCTA for approval. - Commemorative card must be use full-colour printing. **6. Additional requirements** - Gifts must be fully assembled and securely packaged before delivery. - Gift boxes containing alcoholic or non-alcoholic wine must be clearly marked on the outside to facilitate distribution. - The official TCTA logo and approved 40-year anniversary logo must be used. - Branding on the wine bottle, glasses, carafe and presentation box must be consistent in positioning, size and quality. - Sandblasting or laser engraving must be used for the glassware to achieve a permanent and premium finish.

		- The overall design must be elegant, coordinated and appropriate for high-level corporate gifting. - All artwork, branding layouts and design concepts must be submitted to TCTA for approval before production commences.
300	Gloss Gift Bags	Material: 230gsm Art Card Paper Size: the size of the gift bag depends on the size of the proposed gift box. The gift must fit into the bag. Branding Options: Screen Print TCTA logo and the 40th Anniversary Logo.
2	Gift Samples	Before proceeding with full production, the appointed service provider must submit sample gift box sets to TCTA for evaluation and approval, as detailed below. First sample: The sample must include all specified components, namely: - One bottle of the proposed alcoholic wine. - One bottle of the proposed non-alcoholic wine. - Two proposed wine glasses. - One proposed glass carafe. - One presentation box with custom-fitted inserts. - Proposed commemorative anniversary card. The sample must demonstrate the proposed quality, branding, materials, engraving and overall presentation. Second sample: The sample must include all specified components, namely: - One customised bottle of alcoholic wine. - One customised bottle of non-alcoholic wine. - Two branded wine glasses. - One branded glass carafe. - One presentation box with custom-fitted inserts. - One customised commemorative anniversary card. The sample must demonstrate the proposed quality, branding, materials, engraving and overall presentation. TCTA reserves the right to request amendments to the design, branding, materials or presentation before granting final production approval. No bulk production may commence without written approval from TCTA.
1	Entertainment: Live Jazz Band	The appointed service provider will be required to arrange and provide live jazz entertainment as part of TCTA's 40-year anniversary celebrations.

		The entertainment must complement the formal and celebratory nature of the occasion and contribute to an elegant atmosphere appropriate for a corporate anniversary event. - Proposed Jazz Bands Bidders must propose three (3) suitable live jazz bands for consideration by TCTA. The proposed bands must have experience performing at corporate functions, gala dinners, formal events or similar occasions. Each proposed band must be capable of delivering a live performance of three (3) hours, scheduled around the event programme as determined by TCTA. - Minimum Performance Requirements The proposed live jazz bands must meet the following requirements: • Be established and experienced live jazz performers with a demonstrable track record. • Offer a suitable repertoire comprising a blend of classic jazz, contemporary jazz, smooth jazz and recognisable instrumental or vocal arrangements. • Provide an engaging and professional performance suitable for a formal corporate audience. • Be able to perform for a continuous or scheduled duration of three (3) hours, as determined by TCTA. • Have the necessary musical instruments, performers and technical capacity to deliver a quality performance. • Be able to accommodate the event programme, including speeches, formal proceedings and other planned activities. - Bid Submission Requirements Bidders must submit the following information for each of the three proposed bands: • Name and profile of the band. • Brief background and experience in performing at corporate events. • Proposed performance repertoire and musical style. • Number of performers and instruments.

		• Links to previous performances, promotional videos or other relevant demonstrations, where available. • Proposed performance fee, inclusive of all associated costs. • Technical and logistical requirements, including sound equipment, staging and transport. • Confirmation of availability for the event date, as communicated by TCTA. - Selection and Approval TCTA will assess the three proposed bands and reserves the right to select its preferred band based on suitability, performance quality, experience and cost. The appointed service provider must obtain written approval from TCTA before confirming the booking of the selected band. The service provider will be responsible for coordinating all arrangements with the selected band, including contracting, scheduling, transport, sound requirements and performance logistics. Entertainment Deliverables The appointed service provider must ensure that: • The selected jazz band is booked and confirmed for the event. • The band arrives at the venue at the agreed time. • All performers and required musical instruments are available. • All technical and logistical requirements are coordinated with the event organisers and venue. • The performance is delivered professionally for the agreed duration of three (3) hours. • The band must arrive by 15:00 to set up all equipment and complete the soundcheck before the event starts. Date: 12 December 2026 Event start: 18:00. Band arrival: by 15:00 for equipment setup and soundcheck. Venue: Irene Country Hotel Dress Code: Black Tie
1	Media Banner	- Supply one complete banner system measuring 6,000 mm × 2,250 mm. - Full-colour, high-resolution printing.

		- Single-sided printed fabric or approved equivalent material. - Aluminium concertina frame. - Carry bag with wheels and pull-out handles. - Delivery and installation at Irene Country Hotel on 11 December 2026. - The service provider must design and produce a customised step-and-repeat media banner incorporating the TCTA corporate identity and approved 40-year anniversary branding. TCTA will provide the official logos. All artwork must be submitted to TCTA for approval before production. - All artwork must be signed off by TCTA before going to print.  
1	Exhibit / Display Wall	**Conceptualisation and Design** The service provider must develop a creative design concept that communicates TCTA's 40-year history through a chronological visual timeline. The design must incorporate the following elements: - A contemporary, professional exhibition-style wall display. - A prominent blue flowing timeline extending across the full length of the display. - TCTA's corporate colours and branding. - Historical photographs depicting the organisation's establishment, projects, leadership, infrastructure and achievements. - Key historical dates, milestones and significant organisational developments. - Short descriptive paragraphs and captions accompanying the photographs. - Appropriate headings and section titles. - A prominent TCTA 40-year anniversary identity. - A visually consistent design that allows the four wall sections to appear as one continuous display.

- The design must be clean, modern and visually engaging, with an appropriate balance between text, photographs and graphic elements. The layout must avoid overcrowding and ensure that the information is easily readable by visitors.
- The service provider must submit at least two design concepts for consideration by TCTA. The selected concept must be refined and finalised following consultation with TCTA.
- No manufacturing or printing may commence without written approval of the final artwork.

Dimensions and Modular Wall Configuration

The historical timeline display must measure approximately 8 metres in width and 2.4 metres in height, providing a total display area of 19,2 square metres.

The structure must be divided into four individual modular wall sections, each measuring approximately 2 metres wide × 2.4 metres high.

The configuration must be as follows:

Wall section	**Width**	**Height**	**Display area**
Section 1	2 m	3 m	6 m²
Section 2	2 m	3 m	6 m²
Section 3	2 m	3 m	6 m²
Section 4	2 m	3 m	6 m²
Total	**8 m**	**3 m**	**24 m²**

- The four sections must connect seamlessly to create one continuous 8-metre display.
- The flowing blue timeline, background graphics and photographs must align across all four sections, ensuring that the joins between the panels do not interrupt the visual design.
- The modular construction is essential to facilitate dismantling, transportation, storage and subsequent installation at TCTA's offices.
- Each section must be independently identifiable, securely connected to the adjoining sections and capable of being dismantled without damaging the structure or printed graphics.

Structural Fabrication and Construction

The service provider must design and construct a self-supporting or appropriately wall-mounted modular structure, depending on the site conditions at the two installation venues.

The structure must be sufficiently robust to withstand handling, dismantling, transportation and reinstallation.

The following materials are recommended as minimum technical requirements:

Main structural frame	Aluminium square tubing, minimum 40 mm × 40 mm, with a suitable wall thickness, or an equivalent engineered steel frame
Display backing panels	Minimum 12 mm fire-retardant plywood or equivalent rigid, stable display-grade board
Surface finishing	Smooth, matt white laminate, professional paint finish or equivalent
Graphic application	High-resolution printed self-adhesive vinyl with a protective matt or satin laminate
Connecting mechanisms	Heavy-duty interlocking brackets, concealed bolts, locking connectors or equivalent
Floor support/base	Engineered steel or aluminium support feet, stabilising plates or concealed base supports, where freestanding
Protective finishing	Durable edge trims, protective corner profiles and sealed edges

The service provider may propose alternative materials, if they offer equal or superior durability, structural strength, fire performance and aesthetic quality.

All visible surfaces must have a smooth, professional finish. No exposed screws, sharp edges, visible adhesive marks, uneven joints or unfinished surfaces will be accepted.

Timeline Graphic and Visual Design Features

The main design feature must be a flowing blue timeline that runs horizontally across the four wall sections.

The timeline must incorporate a wave-like design, similar to the supplied reference image, creating a continuous visual connection between the historical milestones.

The timeline must:

		- Use TCTA's corporate blue or an approved variation of the corporate colour. - Extend across all four wall sections without visual interruption. - Incorporate historical photographs within or alongside the flowing graphic. - Clearly distinguish different periods in TCTA's history. - Include milestone dates and short descriptions. - Maintain a consistent height, alignment and visual flow across the entire wall. - The blue timeline may incorporate concealed LED lighting. The service provider must include the electrical installation and required compliance documentation in its quotation. - The service provider must ensure that all photographs are reproduced clearly and that text is legible from a reasonable viewing distance. **Printing and Finishing** All photographs, timeline graphics, text and branding must be professionally printed using high-resolution commercial printing technology. The minimum printing requirements are: - High-resolution digital printing, preferably a minimum of 1,440 dpi or equivalent print-quality output appropriate to the selected printing technology. - Full-colour reproduction with accurate colour matching to TCTA's approved corporate identity. - UV-resistant printing inks suitable for indoor display. - Protective matt or satin laminate to minimise glare from venue lighting. **Installation (Irene Country Hotel & TCTA offices)** - The service provider must deliver and install the completed exhibition wall at Irene Country Hotel on 11 December 2026. - The exhibition wall must remain installed for the duration of the anniversary celebration on 12 December 2026. - The service provider must dismantle the structure on 13 December 2026, commencing at 07:00. - All four modular sections must be carefully dismantled and transported to TCTA's offices.

		- The service provider must reassemble and permanently install the exhibition wall at the designated TCTA office location. - All transportation, labour, installation equipment, fittings and associated costs must be included in the quotation.  
1	Delivery	- All fully branded gifts must be ready by 07 December 2026. The service provider must submit visual proof that all items are completed, branded and packaged by that date. - The appointed service provider must deliver all gifts to Irene Country Hotel on 11 December 2026 at 08:00. Late deliveries will be considered a breach of contract. - The appointed service provider must deliver and build exhibition wall. - Service providers must arrive prepared for delivery and bring all necessary trolleys and lifting equipment.

COMPANY EXPERIENCE REQUIRED

Bidders must demonstrate the capacity and experience to deliver the branding requirements outlined in this specification. Bidders must submit at least 2 reference letters or complete **Annexure A1**, listing at least two (2) corporate branding projects completed in the last five (5) years.

Bidders must also demonstrate the ability to source and coordinate reputable live jazz bands and manage the associated performance logistics. Bidders must submit at least 2 reference letters or complete **Annexure A2**, listing at least two (2) entertainment service bookings successfully completed in the last five (5) years.

Bidders must demonstrate the capacity and experience to deliver exhibition display walls as per the requirements outlined in this specification. Bidders must submit at least 2 reference letters Bidders or complete **Annexure A3**, listing at least two (2) exhibition projects completed in the last five (5) years.

PERSONNEL EXPERIENCE REQUIRED

Bidders must manage all personnel assigned to the project.

DELIVERABLES

The appointed service provider will be required to deliver the following:

Gift Box Sets

1. Complete 300 gift box sets containing all five specified components. All sets must be completed, branded and packaged by 07 December 2026, and visual evidence of completion must be submitted to TCTA by that date. 200 alcoholic and 100 non-alcoholic. Wine must have be customised with the TCTA 40-year anniversary logo on the front and approximately 15cm x 9cm label at the back for a 100-word story about the TCTA wine farm.
2. Customised TCTA branding on the applicable items.
3. Approved commemorative anniversary cards.
4. Securely packaged and fully assembled gift boxes.
5. Two complete sample gift box sets for approval before bulk production.
6. Delivery of all gift box sets to Irene Country Hotel on 11 December 2026 at 08:00.

Entertainment

1. Profiles and proposals for three (3) suitable live jazz bands.
2. Supporting information and performance references for each proposed band.
3. Confirmation of availability and pricing for the proposed bands.
4. Booking and coordination of the jazz band selected by TCTA.
5. Delivery of a professional live jazz performance of three (3) hours.
6. Live jazz entertainment is required on 12 December 2026 at 18:00. The band must arrive by 15:00 to set up all equipment and complete the soundcheck before the event starts.

Exhibition Wall

1.Design and build historical timeline display approximately 8 metres in width and 2.4 metres in height, providing a total display area of 19,2 square metres.
2.Installation At Irene Country Hotel
3.Dismantling, Transportation and Permanent Installation at TCTA Offices

Media Banner

1.Source, design and print a 6 x media banner.
2.Delivery of media banner

RETURNABLES			
NO.	**DOCUMENT TYPE**	**DESCRIPTION**	**STATUS**
1.	**Compliance**	**<u>Corporate Branding Projects</u>** Bidders must demonstrate the capacity and experience to deliver the branding requirements outlined in this specification. Bidders must submit at least 2 reference letters or complete **Annexure A1**, listing at least two (2) corporate branding projects completed in the last five (5) years. No project will be considered if Annexure A1 is not fully completed **NB: TCTA reserves the right to contact the clients to verify the information provided.**	**Mandatory**
	Compliance	**<u>Entertainment Projects/Bookings</u>** Bidders must also demonstrate the ability to source and coordinate reputable live jazz bands and manage the associated performance logistics. Bidders must submit at least 2 reference letters or fully complete **Annexure A2**, listing at least two (2) entertainment service bookings successfully completed in the last five (5) years. No project will be considered if Annexure A2 is not fully completed **NB: TCTA reserves the right to contact the clients to verify the information provided.**	**Mandatory**
	Compliance	**<u>Exhibition Projects Completed</u>** Bidders must demonstrate the capacity and experience to deliver exhibition displays as per the requirements outlined in this specification. Bidders must submit at least 2 reference letters or fully complete **Annexure A3**, listing at least two (2) exhibition projects completed in the last five (5) years. No project will be considered if Annexure A3 is not fully completed	**Mandatory**

		NB: TCTA reserves the right to contact the clients to verify the information provided.	
2.	**Compliance**	An itemised pricing schedule as reflected in the RFQ document	**Mandatory**
3.	**Compliance**	A valid B-BBEE certificate issued by a verification agency accredited by SANAS, a valid DTIC B-BBEE certificate, a valid sworn affidavit for an EME or QSE, a consolidated B-BBEE certificate for joint venture tenderers issued by a verification agency accredited by SANAS. No points will be awarded if the bidder's sworn affidavit does not comply with the requirements outlined in **ANNEXURE B**.	**Non-Mandatory**
4.	**Standard National Treasury Bidding Documents (SBD)**	• SBD 1 • SBD 4 • SBD 6.1	**Non-Mandatory**
5.	**Administrative**	Proof of registration on the National Treasury Central Supplier Database (CSD)	**Non-Mandatory**

Any bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.

TRANSFORMATION GOALS
N/A
PROPOSED FUNCTIONALITY CRITERIA
N/A

SPECIFIC GOALS

B-BBEE

The following table will be used to calculate the score out of 20 for B-BBEE:

B-BBEE status level of contributor and number of points for bids evaluated using the 80/20 system.

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

A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE, in which case the bidder must submit a validly commissioned affidavit.

PREFERENTIAL POINTS CALCULATION

The weighting of the Preferential points calculation is as follows:

Price = 80

Specific Goals = 20

Total Score = 100

TERMS AND CONDITIONS

TCTA's Standard Conditions of Bid shall apply to this bid. TCTA reserves the right to cancel or not to aw this bid in accordance with its standard Conditions of Bid. Bidders can obtain TCTA's standard conditi of bid upon request or on TCTA's website.

PRICING SCHEDULE

Qty	Description	Amount
300	Gift Box Set - 200 Alcoholic Wine	R
	Gift Box Set - 100 Non-Alcoholic Wine	R
2	Gift Box Samples (2 boxes for approval by TCTA as indicated above)	R

1	Entertainment	R
1	Exhibition Wall - Design, build, transport & installation at 2 locations.	R
1	Media Banner	R
1	Delivery, Gifts, Samples and Branding	R
Total Excl. VAT		
VAT 15%		
TOTAL INCL. VAT		

Prices must be reflected excluding and including VAT.

All prices must include disbursements.

Prices must be firm and unconditional.

NB: Bidders must complete the pricing schedule as presented. Bidders who fail to submit prices in the prescribed format will not be considered for price and preference evaluation. Prices must be firm and unconditional.

ANNEXURES	
A	COMPANY EXPERIENCE: A1, A2 & A3
B	B-BBBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE
C	SBD 1 – INVITATION TO BID
D	SBD 4 – BIDDERS DISCLOSURE
E	SBD 6.1 – IN TERMS OF PPR 2022

ANNEXURE A1: COMPANY EXPERIENCE

CORPORATE BRANDING

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF CONTACT PERSON	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)	
1.				
2.				
3.				
4.				

ANNEXURE A2: COMPANY EXPERIENCE

ENTERTAINMENT

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF CONTACT PERSON	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)	
1.				
2.				
3.				
4.				

ANNEXURE A3: COMPANY EXPERIENCE

EXHIBITION PROJECTS

CLIENT NAME (THE CLIENT COMPANY TO WHICH SERVICES WERE PROVIDED)	DESCRIBE THE PROJECT SCOPE	NAME & SURNAME OF CONTACT PERSON	CONTACT PERSON CONTACT DETAILS (TELEPHONE NUMBERS & EMAIL)	
1.				
2.				
3.				
4.				

SIGNATURE: ..... NAME OF BIDDER.....(of person authorised to sign on behalf of the Bidder)

By signing the above, the bidder certifies that the information provided is true and correct.

ANNEXURE B: B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE

The following information is required for the Sworn Affidavits to be valid: -

1. Name/s of deponent as they appear in the identity document and the identity number;

2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

7. B-BBEE Status level. An enterprise can only have one status level;

8. Nature of business;

9. VAT Number;

10. Date deponent signed and date of Commissioner of Oath must be the same;

11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

12. Correct Sector Codes Affidavit to be used.

ANNEXURE C SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	136/2026/CSO/ENTERTAINMENT/RFQ	CLOSING DATE:		CLOSING TIME:	11h00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO UPPLY MEDIA BANNER, EXHIBITION WALL, GIFT BOXES AND PROVIDE LIVE JAZZ ENTERTAINMENT TO TCTA.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
tender06@tcta.co.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Tefo	CONTACT PERSON	
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER	N/A
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tender06@tcta.co.za	E-MAIL ADDRESS	tender06@tcta.co.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
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?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR 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, 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: ……

ANNEXURE D SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……
……

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

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

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

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

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

ANNXURE E SBD 6.1

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**

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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);

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table 1: 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)
BBBEE-LEVEL		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……..

4.4. Company registration number: ……

4.5. **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

□ (Pty) Limited
□ Non-Profit Company
□ State Owned Company
[Tick applicable box]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: ……..
DATE: ……
ADDRESS: ……
……