

TENDER NO. CTICC 003/2026

TENDER

FOR THE

PROVISION OF EVENT SAFETY AND SECURITY SERVICES

(RETURNABLE DOCUMENT)

NAME OF TENDERER:	
TOTAL BID PRICE (INCL. VAT) (Refer to page 70):	
B-BBEE LEVEL CLAIMED:	
LOCALITY: WESTERN CAPE	

APPROVED AND ISSUED BY:

ZANDA VAN ROOYEN

SUPPLY CHAIN MANAGER: CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY (RF) SOC (LTD)

MARCH 2026

PHYSICAL ADDRESS – CTICC 1:

1 LOWER LONG STREET, CONVENTION SQUARE, FORESHORE,
CAPE TOWN

PHYSICAL ADDRESS – CTICC 2:

CORNER OF HEERENGRACHT AND RUA BARTHOLOMEU DIAS,
CONVENTION SQUARE, FORESHORE, CAPE TOWN

POSTAL ADDRESS:

PO BOX 8120, ROGGEBAAI, 8012

Issued By:	Zanda van Rooyen	Authorised by:	Wayne de Wet	Date Reviewed:	2023/02/27
Tender No:	CTICC 003/2026	Reference No.	SCM-08	Revision No.	09
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CONTEXTUALISING THE CTICC

The CTICC is a leading convention centre in South Africa and on the African continent hosting international, national and regional conferences, exhibitions, trade fairs, banquets, special events, film and photo shoots and other events. As a knowledge hub where people meet, collaborate, innovate, and develop solutions, the CTICC's commitment to client centricity, service excellence and sustainability has contributed to the retention of its 5-star tourism rating, as well as the achievement of seven recent industry awards.

Since opening its doors 22 years ago, the Centre has contributed to economic opportunity through its role in hosting business events. It acts as a catalyst for social change, supporting economic growth and job creation in the province and is recognised as an invaluable contributor to the sustainable development of the City of Cape Town, the Western Cape, and South Africa.

The CTICC's business success is sustained through consistent service standards and effective cost management, underpinned by its commitment to tangible and measurable Environmental, Social and Governance (ESG) principles, while delivering high-quality client and guest experiences.

The CTICC's revised purpose, vision and mission include:

- Accelerating economic prosperity, opportunity, inclusivity, creativity, and innovation
- Enabling Africa's smartest community of creativity, opportunity, sustainability, and excellence
- Establishing and activating an integrated smart hub model that unlocks innovation, collaboration, and transformation, creating opportunity for all.

The CTICC's new value proposition drives the progress and future of the Centre and can be summarised as follows: "The long-term sustainability of the CTICC lies in providing consistent quality services and being socially relevant by intentionally facilitating, supporting or managing programmes, projects or activities that benefit society."

During the 2024/2025 financial year, the CTICC contributed positively to the national and provincial economies. Its contribution to the South African Gross Domestic Product (GDP) was R8.7bn, while the Western Cape Gross Geographic Product (GGP) was R7.9bn. Since the CTICC opened its doors in 2003, it has contributed R75.6bn to the GDP and almost R65.9bn to the GGP. On top of this, the CTICC created or sustained 15 528 jobs nationally in the 2025 financial year. During the same period, 79.4% of total procurement was spent on locally based service providers, of which 51% were women-owned enterprises.

As a municipal entity, the CTICC is committed to implementing procurement policies and the award of bids that promote the advancement of persons or categories of persons disadvantaged by unfair discrimination. For this purpose, specific preference points are allocated as prescribed. All companies are required to meet the Municipal Finance Management Act (MFMA) requirements, as well as the relevant Supply Chain Management Regulations, to work with the CTICC.

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THE TENDER

Part T1: Tendering procedures

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Part T2: Returnable Documents

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T1.1 Tender Notice and Invitation to Tender

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES TENDERS FOR TENDER NO. CTICC 003/2026: PROVISION OF EVENT SAFETY AND SECURITY SERVICES

Suitably qualified, experienced, and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tender:

BID NUMBER	SCORING MECHANISM	TENDER COLLECTION DETAILS			COMPULSORY BRIEFING SESSION		
		DATE	TIME	VENUE	DATE	TIME	VENUE
CTICC 003/2026: Provision of Event Safety and Security Services	80/20 80 = PRICE 15 = B-BBEE STATUS 5 = LOCALITY	AS OF 19 MARCH 2026,	10H00	PLEASE REQUEST A COPY OF THE DOCUMENT VIA E- MAIL.	02 APRIL 2026	10H00	MEETING ROOM 1.41

The tenders will be evaluated on the functionality criteria as stated in the tender document. The minimum qualification score for functionality is 70.

The following personnel may be contacted only in writing in respect of enquiries with the subject line:

- **“TENDER NO. CTICC 003/2026 – Enquiries”**
 - General Enquiries: Tenders Department at tender4@cticc.co.za.

Bidders not registered on the CTICC Database, or the Central Supplier Database are not precluded from submitting tenders but must be registered prior to the adjudication date of the offers to be responsive.

Physical tender documents can be purchased in cash, at a non-refundable fee of R 200 per document and can be collected directly from the supply chain office as of the dates indicated above. Please reserve yourself a set of tender documents, by sending an email to the above-mentioned personnel. Preferably, tender documents must be requested electronically, free of charge, by sending a request to the above email address.

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre 1 (No. 1 Lower Long Street, Convention Square, Foreshore, Cape Town).

CLOSING DATE AND TIME FOR BID: FRIDAY, 24 APRIL 2026 AT 12:00

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals or to accept any part of it. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

T1.2 Tender Data – refer to the CTICC Standard Conditions of Tender

Clause Num.									
General	The conditions of tender are the CTICC Standard Conditions of Tender as contained on the CTICC's website and as amended from time to time (see https://www.cticc.co.za/supplier/cticc-tenders-rfas/). The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of the Tender. Each item of data given below is cross-referenced to the relevant clause in the above-mentioned Standard Conditions of Tender.								
General	The CTICC is the Cape Town International Convention Centre Company (RF) SOC Ltd.								
General	For this contract the three-volume approach is adopted. The three volume procurement documents issued by the CTICC comprises the following: <u>Volume 1: Tendering procedures</u> T1.1 – Notice and invitation to tender T1.2 – Tender data <u>Volume 2: Returnable documents</u> T2.1 – List of returnable documents T2.2 – Returnable schedules <u>Volume 3: Contract</u> Part C1: Agreement and contract data C1.1 – Contract Form – Rendering of Services C1.2 – Contract Data (including Conditions of Contract) <u>Part C2: Pricing data</u> C2.1 – Pricing instructions C2.2 – Pricing Schedule <u>Part C3: Scope of work</u> C3.1 – Scope of work C3.2 – Annexures/Drawings C3.3 – Performance Evaluation Checklist								
1.4.	The CTICC's representative/agent: <table border="1"> <tr> <td>Name</td><td>Rick Venter</td></tr> <tr> <td>Capacity</td><td>SCM Practitioner</td></tr> <tr> <td>Tel.</td><td>+27 21 410 5170</td></tr> <tr> <td>Email</td><td>Tender4@cticc.co.za</td></tr> </table> Add: Attention is drawn to the fact that verbal information given by the CTICC's representative prior to the close of tenders will not be regarded as binding on the CTICC. Only information issued formally by the CTICC in writing to tenderers will be regarded as binding.	Name	Rick Venter	Capacity	SCM Practitioner	Tel.	+27 21 410 5170	Email	Tender4@cticc.co.za
Name	Rick Venter								
Capacity	SCM Practitioner								
Tel.	+27 21 410 5170								
Email	Tender4@cticc.co.za								
1.5.1.	The CTICC may, prior to the award of the tender, cancel a tender if- a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation. b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable tenders are received. d) there is a material irregularity in the tender process.								
2.1.2.	Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), a tender will be awarded to the tenderer who is the highest ranked or the tenderer scoring the highest number of points in terms of the preference points system, as relevant, based on the tender submissions that are received at the closing time for the tenders.								

Clause Num.	
2.2.	The two-stage tender process is not applicable.
3.1.	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders: a) Only those tenderers who are registered on the CTICC - and CSD Supplier Databases as a service provider, prior to the adjudication of tenders are eligible to have their tender evaluated. The CTICC will only enter into a formal contract with a tenderer who is registered on both Supplier Databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture. b) Due to the nature of the service, the proximity of the tenderer is imperative to the CTICC and in terms of the CTICC's Cost Containment Policy, in order to limit disbursement costs related to travel and subsistence costs, the successful service providers must operate from an established operational office situated within a 50 km radius from the CTICC, from where all communication with the CTICC will flow, and where the majority of work in terms of this tender will be carried out.
3.2	The cost of the tender documents charged by the CTICC shall be R200. Alternatively, the tender document can be made available electronically at no cost to the tenderer, by contacting the representative listed in the Invitation to Tender T1.1.
3.5.1.	The tenderer must obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of tender, conditions of contract and other publications, which are not attached but which are incorporated into the tender document by reference.
3.7	The date, time and venue of the clarification meeting / briefing session are as per the Invitation to Tender T1.1. Where the clarification meeting / briefing session is indicated as compulsory, tenders will only be considered by entities who have attended the meeting and whose names appear on the attendance list. <i>Should a tenderer be 15 minutes late to the compulsory meeting, the tenderer will be regarded as not having attended.</i>
3.8	Tenderers may request clarification of the tender documents, if necessary, by notifying the CTICC up to two (2) working days before the closing date and time stated in the Invitation to Tender T1.1.
3.9.	The following insurance, guarantees, securities, bonds, and/or policies will be applicable to this tender: a) At least R10 million Public Liability insurance cover b) At least R10 million Professional indemnity insurance cover The necessary proof of insurance must be submitted with the tender offer prior to the evaluation of the tender. For further details please refer to Schedule 9
3.9.3.	It is recorded that, unless explicitly provided otherwise in the tender document, by accepting a bid for the rendering of goods and services to the CTICC, the CTICC is under no obligation to enter into any credit arrangement or offer any security in the form of a guarantee or surety for payment of goods and services within 30 days as prescribed by MFMA, section 99(2)(b).
3.9.4.	Should a bidder wish to enforce, after the award of a bid, that the CTICC enter into a credit arrangement and/or obtain a security for payment, and it was not a condition of the bid, the CTICC may regard such action as an abuse of its SCM system as contemplated by SCM Regulation 38 and appropriate consequence management actions may be instituted.
3.12.	Alternative tender offers will not be considered.

Clause Num.	
3.13.2.	The tenderer must return all returnable documents to the CTICC after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
3.13.3.	Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (nil) copies.
3.13.4.	The tenderer must sign the original and all copies of the tender offer where required in terms of the tender data. The CTICC will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the CTICC shall hold liable for the purpose of the tender offer.
3.13.7.	Offers submitted by e-mail will not be accepted by the CTICC.
3.13.8.	The Tender Document (which includes the Contract Form – Rendering of Services), completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender no. and title, the tender box no. and the closing date indicated on the envelope.
3.13.9.	<u>Tender Box No. and Location:</u> Tender Box No. 1 CTICC 1 Reception (No.1 Lower Long Street, Convention Square, Foreshore, Cape Town). <i>The onus remains with the tenderer to ensure that the tender is placed in the correct tender box.</i>
3.13.10.	The sealed envelope must be inserted into the appropriate official tender box before the closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at reception adjacent to the tender box.
3.13.11.	The tenderer must accept that the CTICC will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated or is submitted in the incorrect tender box.
3.14.	The tenderer must accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the CTICC as non-responsive.
3.15.	Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements. Joint Venture/Consortiums must submit the following information as part of their submission: a) Compulsory declaration (with relevant attachments) must be completed and submitted by all member firms (separately), b) Consolidated BBBEE certificate.
3.16.	The closing date and time is 24 April 2026 at 12:00pm.
3.17.1.	The tender offer(s) will be valid for acceptance for a period of 120 days after the closing time.
3.17.2.	The tender must remain valid for acceptance for a period of six (6) months after the expiry of the original validity period unless the CTICC is notified in writing to the contrary by the bidder.
3.18.4.	A tender may be rejected as non-responsive if the tenderer fails to provide any clarification requested by the CTICC within the time for submission stated in the CTICC's written request for such clarification.

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3.19.1.	The tenderer must provide, on request by the CTICC, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CTICC for the purpose of a full and fair risk assessment.
3.19.2.	Should the tenderer not provide the other material as may be required, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CTICC's request, the CTICC may regard the tender offer as non-responsive.
4.6.1.	The CTICC will not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful tenderer and if legally requested and mandated.
4.7.	Additional to the grounds stipulated in SCM Regulation 38 and the CTICC's Policy on Combatting Abuse of the SCM System, the CTICC will determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and its tender offer) if it is established that it engaged in corrupt or fraudulent practices.
4.8.1.	A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CTICC's opinion, would: a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the CTICC's or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.
4.8.2.	The CTICC will determine, after opening and before detailed evaluation, whether each tender offer was properly received: a) complies with the requirements of these Conditions of Tender, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender data and relevant documents.
4.8.3.	Tenders may be considered non-responsive if, inter alia: a) the tenderer does not comply with the eligibility criteria. b) the tenderer, or any of its directors or shareholders are in the service of the state. c) the tenderer's tax matters are not in order. d) the tenderer or any of its directors is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. e) the tenderer has: i. failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are not in arrears for more than three months (this also applies to any of the company's directors). ii. been found to be in the service of the state; or any of its directors, managers, principal shareholders, or stakeholders. f) the tenderer has completed the Compulsory Declaration and there are conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the CTICC or potentially compromise the tender process. g) the tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employer's written request. h) the tenderer tenders the incorrect pricing information. i) if the Pricing Schedule has not been signed.

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	j) the tenderer has failed to achieve the minimum score for functionality. k) the tenderer has failed to complete, sign, and return all the returnable schedules. l) if the tender offer is not submitted on the Pricing Schedule bound into this tender document (or in a similar format). m) if the tender is not completed in non-erasable ink. n) all schedules are not duly completed as such, and proof handed in as required. o) the tenderer has failed, during the last five years, to perform satisfactorily on a previous contract with the CTICC or any other organ of state. p) the tenderer has abused the supply chain management system of the CTICC or has committed any improper conduct in relation to this system). q) any other responsiveness criteria as stipulated in the tender data.
4.8.4.	The CTICC may reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
4.9.2.	Where there is a discrepancy between the amounts in words and amounts in figures, the arithmetic sum of the line items shall govern.
4.9.3.	a) If pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the unit rate shall govern, and the line item shall be corrected. b) Only where there is an <i>obviously</i> gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern. c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the product of the unit rates and quantities shall govern, and the tenderer will be asked to revise the tendered total of the prices.
4.9.5.	B-BBEE Certificate/Affidavit Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or sector-specific sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
4.10.	The CTICC will obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.
4.11.1.	The tender will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in the tender data and relevant documents.
4.11.2.	The activities associated with evaluating tender offers are as follows: a) Open and record tender offers received. b) SCM compliance evaluation c) Compliance to the minimum requirements (if applicable) d) Functionality evaluation e) Compliance to specifications f) Price and Preference scoring, as per the CTICC Preferential Procurement Policy g) Consideration of additional objective criteria as per section 2(1)(f) of the PPPFA, read with the CTICC Preferential Procurement Policy. h) Once the preferred service provider is identified, a notification will be sent to the preferred Service Provider(s) and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by SCM Regulation 49 and 50. i) A final award will be made when no valid objections were received.

Clause Num.																			
4.13.	In order to be considered for a contract in terms of this tender, tenderers must achieve the minimum score for functionality. The minimum score for functionality is 70. Tenderers that fail to achieve the minimum score for functionality will be regarded as non-responsive. The functionality evaluation shall be done independently by more than one evaluator in accordance with the following criteria and points: <table><tr><th colspan="2">CRITERIA</th><th>MAXIMUM POINTS</th></tr><tr><td>1</td><td>Tenderer's Experience</td><td>40</td></tr><tr><td>2</td><td>Experience of Key Staff</td><td>30</td></tr><tr><td>3</td><td>Methodology / Project Plan</td><td>20</td></tr><tr><td>4</td><td>Quality Control Procedures and Practices</td><td>10</td></tr><tr><td colspan="2">TOTAL</td><td>100</td></tr></table> Each evaluation criteria will be assessed in terms of five indicators – non-compliant, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated too non-compliant, poor, satisfactory, good and very good respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality. Further details will be contained in the relevant schedules of each scoring criteria.	CRITERIA		MAXIMUM POINTS	1	Tenderer's Experience	40	2	Experience of Key Staff	30	3	Methodology / Project Plan	20	4	Quality Control Procedures and Practices	10	TOTAL		100
CRITERIA		MAXIMUM POINTS																	
1	Tenderer's Experience	40																	
2	Experience of Key Staff	30																	
3	Methodology / Project Plan	20																	
4	Quality Control Procedures and Practices	10																	
TOTAL		100																	
4.14.	Risk analysis and other objective criteria. The CTICC may perform a risk analysis in respect of the following: a) reasonableness of the financial offer, b) reasonableness of unit rates and prices, c) the tenderer's ability to fulfil its obligations in terms of the tender document.																		
4.15.	Acceptance of tender offer The CTICC will, subject to the relevant prescripts and after completion of the eligibility and responsiveness tests and risk analysis, accept the tender offer if in the opinion of the CTICC, it does not present any risk and only if the tenderer: i) Is eligible and responsive. ii) is not under restrictions, or has principals who are under restrictions, preventing participating in the CTICC's procurement. iii) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise, and the personnel, to perform the contract. iv) has the legal capacity to enter into the contract. v) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing. vi) complies with the legal requirements, if any, stated in the tender data; and vii) is able, in the opinion of the CTICC, to perform the contract free of conflicts of interest.																		
4.15.3.	Irrespective of the procurement process followed, the CTICC reserves its rights not to make an award, revoke an award already made or cancel a contract where the implementation of the contract may result in reputational risk or harm to the CTICC as a result of (inter alia): a) reports of poor governance and/or unethical behaviour. b) association with known family of notorious individuals. c) poor performance issues, known to the CTICC. d) negative social media reports; and/or e) adverse assurance (e.g., due diligence) report outcomes.																		

Clause Num.	
4.15.4.	Where any of the above risks are identified, the CTICC will provide the supplier with an opportunity to submit representation.
4.16.	Imbalance in tendered rates 1. In the event of tendered rates or lump sums being declared by the CTICC to be unacceptable to it because they are either excessively low or high or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CTICC is still not satisfied with the tendered rates or lump sums objected to, it may request the Tenderer to amend these rates and lump sums along the lines indicated by it. 2. The Tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CTICC, but this shall be done without altering the Contract Price. 3. Should the Tenderer fail to amend his Tender in a manner acceptable to the CTICC, the CTICC may reject the Tender.
4.17	Notification of award 1. The CTICC will notify the successful tenderer of the CTICC's acceptance of his tender offer by issuing of a Successful Letter before the expiry of the validity period stated in the tender data or agreed additional period. 2. After the successful tenderer has been notified of the CTICC's acceptance of the tender, notify other tenderers that their offers have not been accepted, subject to an objection or complaint period of 14-days as stipulated in SCM Regulation 49. 3. As stipulated in SCM Regulation 24, the CTICC may negotiate the final terms of the contract, subject to the relevant prescripts.
4.18.	Prepare contract documents. The CTICC may, if necessary, revise documents that shall form part of the contract and that were issued by the CTICC as part of the tender documents to take account of: a) addenda issued during the tender period, b) inclusion of some of the returnable documents and c) other revisions agreed between the CTICC and the successful tenderer.
4.19.	Registration of the award The CTICC will, after completion of the objections or complaints period as per SCM Regulation 49, and once the award was made final, within the prescribed period, register and publish the award on the appropriate media.
4.20.	Provide written reasons for actions taken. The CTICC will provide upon request and subject to legislative requirements, written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

Clause Num.	
4.21.	Data Protection in terms of the Protection of Personal Information Act (POPIA) 1. The CTICC will only collect personal information of the supplier/bidder consistent with the purpose for which it is required. The specific purpose for which the information is collected will be apparent from the context in which the information is requested. 2. The nature of the personal information which will be collected relates to contact details (such as name, address, telephone number and e-mail address), company registration details, VAT registration numbers, details of Directors/Owners/Members and any other information required in terms of the CTICC Supply Chain Management Policy. 3. In providing the personal information to the CTICC, the supplier/bidder acknowledges that the information has been collected directly from it and that it has consented to its processing by the CTICC. Where the supplier/bidder is providing another person's personal information to the CTICC, the supplier/bidder acknowledges and warrants that it has obtained such person's consent to the processing of their personal information for the purposes of the CTICC in terms of the supplier/bidder's intention to submit offers/quotations to render services/goods to the CTICC. 4. Provision of personal information to the CTICC is voluntary, however, in the event that the requested information is not provided, the bidder/supplier may be precluded from being registered as a supplier with, and providing services/goods to, the CTICC. 5. The personal information shall only be used for the purpose for which it was collected, unless the supplier/bidder has agreed to an alternative purpose in writing or as allowed by any applicable law. The CTICC will only process personal information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed. The CTICC will take such steps as may be required to ensure that it complies with any law in respect of transfer, storage, security, use and disposal of the personal information. 6. The supplier/bidder may contact the CTICC at any time to review, update or correct personal information stored by the CTICC in terms of this clause.
4.22	The CTICC has set a zero-tolerance level for the following risk categories: a. Financial – Fraud, Corruption and theft b. Cyber security c. Loss of life d. Occupational health and safety.

List of Returnable Documents

The tenderer must complete the following Returnable Documents in **black ink**:

T2.1 Returnable Schedules required for tender evaluation purposes.

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1: BID SUBMISSION CHECKLIST	15
2: COMPULSORY DECLARATION	16
3: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (MBD 9)	24
4: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (MBD 5)	25
5: CONFIRMATION OF CTICC AND CSD SUPPLIER DATABASE REGISTRATION	26
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T2.2 Returnable Schedules

SCHEDULE 1: BID SUBMISSION CHECKLIST

Bidders are required to complete the schedule below indicating that all requested information has been submitted with their offer.

Failure by the bidder to complete, sign and submit all of the returnable schedules will result in the bid being disqualified.

Schedule No.	Document	Please tick if enclosed
2	Compulsory declaration	
3	Certificate of independent tender determination (MBD 9)	
4	Declaration for Procurement above R10 million (MBD 5)	
5	Confirmation of CTICC and Central Supplier Database registration	
6	Preference Points Claim Form	
7	Record of addenda to tender documents	
8	Proposed amendments and qualifications by tenderer	
9	Insurance	
10	Minimum Requirements	
11	Tenderer's Experience	
12	Experience of Key Staff	
13	Methodology / Project Implementation Plan	
14	Quality Control Procedures and Practices	
C1.1	Contract Form – Rendering of Services	
C2.2	Pricing Schedule	
C3.3	Performance evaluation checklist	

SCHEDULE 2: COMPULSORY DECLARATION

The following particulars must be furnished.

SECTION 1: ENTERPRISE DETAILS

Name of enterprise	
Contact person	
Email	
Telephone	
Cell	
Fax	
Physical address	
Municipal Acc. number	
Postal address	

SECTION 2: PARTICULARS OF COMPANY REPRESENTATIVE

Full name and surname	
Identification number	
Position occupied in the company	
Email address of representative	

Signatory(ies) for companies, close corporations, partnerships shall confirm their authority to sign this tender and to enter in any resulting contract, where applicable.

Authority to participate in this tender and any contract that may result from it may be in the form of a resolution taken by the board (in the case of a company), a resolution taken by the members (in the case of a close corporation), or a resolution taken by the partners (in the case of a partnership). Alternatively, the person(s) authorised to sign this tender or any contract which may result from it, must confirm their authority to do so as delegated or sub-delegated as the case may be, by the board, members or partners. **Where a resolution has been taken, a copy of such resolution must be submitted with this bid.**

The entity submits a tender to CTICC, in respect of this tender.

I, Mr/Mrs/Ms.....

in my capacity as:.....(position)

of..... (entity name)

confirm that I am hereby authorised to sign the tender and all other documents and/or correspondence in connection with and relating to it, as well as to sign any contract, and any and all documentation, resulting from the award of this tender to the entity mentioned above.

SECTION 3: TAX COMPLIANCE REQUIREMENTS

Bidders must ensure compliance with their tax obligations, and it is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the CTICC to view the taxpayer's profile and tax status by doing the following:

1. Bidders must complete in full the TCC 001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids. *Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website www.sars.gov.za.*
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax Clearance Certificate must be submitted together with the bid. Failure to submit a valid Tax Clearance Certificate may result in the invalidation of the bid.
4. Alternatively, in terms of the new Tax Compliance Status (TCS) System implemented by SARS on 18 April 2016, taxpayers are now able to issue the CTICC with a TCS Pin which can be used to verify a bidder's tax status online. As a result, bidders who are not in possession of a Tax Clearance Certificate must issue the CTICC with the following:

- | | | |
|----|--|--|
| 1) | Tax Clearance Certificated printed for SARS E-filing | |
| 2) | Tax Compliance Status Pin: | |

5. By completing the above the tenderer grants consent that SARS may disclose to the CTICC its tax compliance status, on an on-going basis during the term of the contract, when called upon to do so.
6. Foreign suppliers must complete the pre-award questionnaire in **Section 12**.
7. In bids where consortia/ Joint Ventures/ Sub-contractors are involved; each party must submit a separate TCS certificate/ PIN/ CSD number.
8. Bidders may also submit a printed TCS certificate together with the bid.
9. Where no TCS is available, but the bidder is registered on the CSD, a CSD number must be provided.

SECTION 4: PARTICULARS OF COMPANIES AND CLOSE CORPORATIONS

Company / Close Corporation registration number	
--	--

SECTION 5: SARS INFORMATION

Tax reference number	
VAT registration number	(State Not Registered if not registered for VAT)

SECTION 6: PARTICULARS OF PRINCIPALS

Principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No.71 of 2008), a trustee, shareholder² or a member of a close corporation registered in terms of Close Corporations Act, 1984, (Act No.69 of 1984).

Full name of principal	Identity number	Residential Address	Municipal Acc. Number

*(insert separate page if necessary)

NB: Please attach certified copy(ies) of ID document(s) and municipal accounts.

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender. Alternatively, if property is neither owned nor rented, then an affidavit must be submitted confirming this and that the relevant person has no municipal accounts owing.

SECTION 7: RECORD OF SERVICE TO THE STATE

Are you or any of the company's principals presently in the service of the state¹, or been in the service of the state in the past twelve months?

YES

NO

(Tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|---|---|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity ³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority ⁴ of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Provinces | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of principal in the service of the state	Name of relevant organ of state	Position held at the relevant organ of state	Status of service (Tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note: No bid may be accepted from persons employed in the service of the state (this does not include being a contractor in the service of the state), unless such person (who is presently employed by the state) has the necessary permission to undertake remunerative work outside of such employment (attach permission to this declaration).

SECTION 8: RECORD OF FAMILY MEMBER IN THE SERVICE OF THE STATE

Family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption.

Is any family member of the company's principals in the service of the state? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If **YES**, indicate by marking the relevant boxes with a cross:

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity ³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority ⁴ of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

Name of Principal	Name of Family Member of Principal in the service of the state <u>and</u> relation	Name of the relevant organ of state <u>and</u> position held there	Status of service (Tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note:

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

SECTION 9: RECORD OF OTHER INTERESTS

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

YES

NO

If YES, furnish particulars

*(insert separate page if necessary)

9.2. Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

*(insert separate page if necessary)

9.3. Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars:

Name of the Principal	Name of other company	Central Supplier Database registration number (if registered)

*(insert separate page if necessary)

SECTION 10: RECORD OF TERMINATION OF PREVIOUS CONTRACTS WITH AN ORGAN OF STATE

Was any contract between the tendering entity, including any of its joint venture partners, terminated during the past five years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

*(insert separate page if necessary)

SECTION 11: RECORD IN TERMS OF THE MFMA (NO. 56 OF 2003)

- 11.1. Is the bidder or any of its principals listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? *(Tick appropriate box)*
(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

YES

NO

If YES, furnish particulars

.....

.....
**(insert separate page if necessary)*

- 11.2. Is the bidder or any of its principals listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? *(Tick appropriate box)*
(To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).

YES

NO

If YES, furnish particulars

.....

.....
**(insert separate page if necessary)*

- 11.3. Was the bidder or any of its principals convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

.....

.....
**(insert separate page if necessary)*

- 11.4. Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, which is in arrears for more than three months? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

.....

.....
**(insert separate page if necessary)*

SECTION 12: QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (ONLY)12.1. Is the entity a resident of the Republic of South Africa (RSA)? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

**(insert separate page if necessary)*12.2. Does the entity have a branch in the RSA? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars

**(insert separate page if necessary)*12.3. Does the entity have a permanent establishment in the RSA? *(Tick appropriate box)*

YES

NO

12.4. Does the entity have any source of income in the RSA? *(Tick appropriate box)*

YES

NO

12.5. Is the entity liable in the RSA for any form of taxation? *(Tick appropriate box)*

YES

NO

SECTION 13: DECLARATION

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) the tendering entity is not associated, linked, or involved with any other tendering entities submitting tender offers.
- ii) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- iii) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.

Note:

- 1) *MSCM Regulations: "in the service of the state" means to be –*
 - (a) member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
 - (b) a member of the board of directors of any municipal entity.
 - (c) an official of any municipality or municipal entity.
 - (d) an employee of any national or provincial department, national or provincial public entity³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
 - (d) a member of the accounting authority⁴ of any national or provincial public entity; or
 - (e) an employee of Parliament or provincial legislature.
- 2) "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
- 3) "National or provincial public entity" shall bear the meaning as defined in the PFMA. Major public entities are listed in schedule 2 of the PFMA and other public entities are listed in schedule 3 of the PFMA.
- 4) "Accounting authority" means the board or other controlling body of a public entity, or if the public entity does not have a controlling body, the chief executive officer or other person in charge of the public entity unless specific legislation applicable to that public entity designates another person.

SIGNED ON BEHALF OF TENDERER:	
FULL NAME AND SURNAME:	
DATE:	

Please note:

1. The CTICC complies with the Protection of Personal Information Act, No. 4 of 2013 (POPIA) and bidders hereby agree that their personal information may be recorded and processed by the CTICC for purposes of the evaluation of this tender.
2. This declaration will be valid for twelve (12) months from the signed date and must be updated and renewed accordingly.

SCHEDULE 3: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (MBD 9)

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

1. I have read and I understand the contents of this Certificate.
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the tenderer to sign this Certificate, and to submit this tender on behalf of the tenderer.
4. Each person whose signature appears on this tender has been authorized by the tenderer to determine the terms of, and to sign, the tender, on behalf of the tenderer.
5. For the purposes of this Certificate and this tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this invitation to tender.
 - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive tendering.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit a tender.
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the tender.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this invitation to tender relates.
9. The terms of this tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract;
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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.

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE TRUE AND CORRECT.

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

SCHEDULE 4: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (MBD 5)**MBD 5**

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

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

YES		NO	
-----	--	----	--

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

.....

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

YES		NO	
-----	--	----	--

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

- 2.2 If yes, please provide particulars.

.....

.....

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

YES		NO	
-----	--	----	--

- 3.1 If yes, please furnish particulars.

.....

.....

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

YES		NO	
-----	--	----	--

- 4.1 If yes, furnish particulars.

.....

.....

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

SCHEDULE 5: CONFIRMATION OF CTICC AND CENTRAL SUPPLIER DATABASE REGISTRATION

Company Name					
CTICC Supplier Database	Registered	YES		NO	
	(Tick appropriate box)				
	Supplier Code				
Central Supplier Database (a copy of the CSD summary report must be attached to this schedule)	Registered	YES		NO	
	(Tick appropriate box)				
	Supplier Code	MAAA			
	Unique 36 Character Registration Code				

Bidders who are not registered on the CTICC and/or Central Supplier Databases are not precluded from submitting tenders but must however be registered prior to the adjudication of tenders in order for their tenders to be responsive.

In this regard it is the sole responsibility of bidders to ensure that this requirement is complied with. In the case of Joint Venture Partnerships this requirement will apply to each party to the Joint Venture.

<u>SIGNED ON BEHALF OF TENDERER:</u>	
---	--

*** CTICC and Central Supplier Database Registration:**

Only those bidders who are registered on the CTICC Supplier Database and the Central Supplier Database as a service provider prior to the adjudication of this bid are eligible to have their tenders evaluated. The employer will only enter into a formal contract with a bidder who is registered on both databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Bidders who wish to register on the CTICC Supplier Database may download the supplier application form from the website at www.cticc.co.za under the SUPPLIER tab.

Bidders who wish to register on the Central Supplier Database may do so online on www.csd.gov.za and click on the REGISTER A NEW CSD ACCOUNT tab.

SCHEDULE 7: PREFERENCING POINTS CLAIM FORM

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE AND OTHER PREFERENCE, AS PRESCRIBED IN THE CTICC PREFERENTIAL PROCUREMENT POLICY.

1. GENERAL CONDITIONS

- 1.1 The following preference points systems are applicable to all invitations to bid:
- the 80/20 system for acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for acquisition of goods or services with a Rand value above R50 000 000 (all applicable taxes included).
 - the 80/20 system for income-generating contracts with a Rand value equal to or below R50 000 000 (all applicable taxes included); and
 - the 90/10 system for income-generating contracts with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The purpose of this bid is for the acquisition of goods or services and the following preference points system shall be applicable for this bid:
- a) The 80/20 preference points system.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
- (b) Specific Goals, as follows:
- i) B-BBEE Status Level of Contributor.
 - ii) Locality: Western Cape
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	15
LOCALITY: WESTERN CAPE PROVINCE	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

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

2. DEFINITIONS

- (a) **“Acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- (b) **“All applicable taxes”** includes Value-Added Tax, Pay-as-you-Earn, Income Tax, Unemployment Insurance Fund Contributions and Skills Development Levies.
- (c) **“B-BBEE”** means Broad-Based Black Economic Empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act.
- (d) **“B-BBEE Status Level of Contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (e) **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of goods or services, or income-generating contracts, through price quotations, advertised competitive bidding processes or proposals.

- (f) **“Broad-based Black Economic Empowerment Act (B-BBEEA)”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **“Comparative”** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- (h) **“Conditions of Tender”** means a document of the procedures, the manner in which those engaged in the procurement process are to behave, the obligations of the tenderer and the undertakings of the CTICC. The Conditions of Tender are included in the tender document and distinct from the General Conditions of Contract and the Special Conditions of Contract.
- (i) **“Consortium of Joint Venture”** 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.
- (j) **“Contract”** means the agreement that results from the acceptance of a tender.
- (k) **“EME”** means an Exempted Micro Enterprise in terms of a Code of Good Practice on Black Economic Empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (l) **“Functionality”** means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- (m) **“Highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.
- (n) **“Locality”** means the local suppliers and/or service providers that resides within the provincial boundaries.
- (o) **“Lowest acceptable tender”** means a tender that complies with all specifications and conditions to tender and that has the lowest price compared to other tenders.
- (p) **“Person”** includes reference to a juristic person.
- (q) **“Price”** includes all applicable taxes less all unconditional discounts.
- (r) **“Proof of B-BBEE status level of contributor”** means-
- 1) The B-BBEE Status level certificate issued by an authorised body or person.
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - 3) Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.
- (s) **“QSE”** means a Qualifying Small Business Enterprise in terms of a Code of Good Practice on Black Economic Empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (t) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the bid invitation, and includes all applicable taxes.
- (u) **“SMME”** means Small, Medium and Micro Enterprises namely an eligible Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) as defined within the Broad-Based Black Economic Empowerment Act and applicable Sector Codes.
- (v) **“Special Goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability as well as implementation of programmes of the Reconstruction and Development Program as published in Government Gazette No. 16085 dated 23 November 1994.
- (w) **“Sub-contract”** means the primary contractor's assigning or leasing or making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (x) **“Tender”** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of services, work or goods, through price quotations, advertised competitive tender processes or proposals.

- (y) **"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;
- (z) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (aa) **"Total revenue"** bears the same meaning assigned to this expression as in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003 and promulgated in the Government Gazette on 9 February 2007.

3. FORMULAE FOR APPLYING THE PREFERENCE POINTS SYSTEM

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 PREFERENCE POINT SYSTEMS FOR THE ACQUISITION OF GOODS OR SERVICES

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Whereas:

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of clause 9(4) of the CTICC Preferential Procurement Policy, preference points will be allocated to promote this goal, and points will be allocated to bidders in terms of the BBEE status level of contribution in accordance with the table below:

B-BBEE SCORECARD	15	8
B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	15	20
2	14	18
3	12	14
4	10	12
5	8	8
6	6	6
7	4	4
8	2	2
Non-compliant contributor	0	0
LOCALITY: WESTERN CAPE PROVINCE	5	2
TOTAL SPECIAL GOALS	20	10

- 4.2. In cases where it is unclear whether the 80/20 or 90/10 preference points system applies, the CTICC will, in terms of clause 3.1(b) of the CTICC Preferential Procurement Policy, stipulate in the bid documents, in the case of-

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

- b) any other invitation to bid, 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.

5. ADJUDICATION BY USING THE PREFERENCE POINTS SYSTEM

- 5.1. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.
- 5.4. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 5.5. If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 5.6. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

6. DECLARATIONS

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

B-BBEE Status Level of Contributor: = (Maximum of 15 points) (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

6.2. LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 4.1

Locality: (maximum of 5 points)

7. SUB-CONTRACTING

- 7.1. Will any portion of the contract be sub-contracted? *(Tick applicable box)*

YES		NO	
-----	--	----	--

- 7.1.1. If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
.....
- iii) The B-BBEE status level of the sub-contractor.....

Whether the sub-contractor is an EME or QSE: *(Tick applicable box)*

EME		QSE		N/A	
-----	--	-----	--	-----	--

8. DECLARATION WITH REGARDS TO COMPANY/FIRM THAT IS TENDERING

- 8.1. Name of company/firm:.....
- 8.2. VAT registration number:.....
- 8.3. Company registration number:.....

8.4. TYPE OF COMPANY/ FIRM (Tick applicable box)

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

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES AND THE APPLICABLE SECTOR CODE IN WHICH THE BUSINESS OPERATES (Tick applicable box)

.....

.....

.....

- ☐ Generic
- ☐ Financial
- ☐ Agri-BEE
- ☐ Construction
- ☐ Property
- ☐ Forest
- ☐ Information and Communication Technology
- ☐ Marketing, Advertising and Communication
- ☐ Tourism
- ☐ Defence
- ☐ Mining

8.6. COMPANY CLASSIFICATION (Tick applicable box)

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g., transporter, etc.

8.7. MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:

8.8. Total number of years the company/firm has been in business:.....

8.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advertised for this tender and indicated in paragraph 1.4, qualifies the company/ firm for the preference(s) shown and I / we 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 schedule.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4, the contractor may be required to furnish documentary proof to the satisfaction of the CTICC 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 CTICC may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder 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.

<u>SIGNED ON BEHALF OF TENDERER:</u>			
WITNESS 1:		WITNESS 2:	

SCHEDULE 8: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the CTICC before the submission of this tender offer, amending the tender document, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 9: PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER

The Tenderer should record any **proposed** deviations or qualifications it may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 3.11 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

SCHEDULE 10: INSURANCE

The tenderer is referred to clause 3.9 of the Tender Data and shall state below the details of the insurance held by the tenderer. Where the tenderer is a joint venture, each party to the joint venture must submit details of their insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the tenderer is eligible for the prescribed **public liability** and **professional indemnity** insurance cover of **at least R10 million each** should he/she be awarded the contract, **must** be appended to this schedule.

INSURANCE		
NAME OF THE INSURED	NAME OF INSURER	LIMIT OF INDEMNITY IN RESPECT OF EACH CLAIM

<u>SIGNED ON BEHALF OF TENDERER:</u>	
---	--

SCHEDULE 11: MINIMUM REQUIREMENTS

Minimum Requirements:		Please indicate with an "X" whether the offer complies with the requirements.			Supporting Evidence to be Attached
		YES	NO	Comment	
1.	Bidders must have a local office within a 50km radius from the CTICC, through which all communication with the employer will flow, and from where most of the work in terms of this tender will be carried out. Please indicate the address in Table 1 and attach a copy of the municipal account or lease agreement as proof thereof.				Table 1 to be completed. + Proof of address to be submitted: Municipal Account / Copy of Lease Agreement
2.	The Company must have a valid PSIRA certificate and must comply with the Private Security Industry Regulatory Authority's Circular dated 10th March 2015.				Copy of valid Company PSIRA Certificate
3.	Event Security Managers and assistant managers identified as assigned to work on this contract must be Grade A operatives and provide valid PSIRA registration certificates for each person. Please refer to the attached Table 2: Assigned Key Staff to be completed, along with relevant supporting documents.				Complete Table 2: Assigned Key Staff + Provide copies of valid Grade A PSIRA Certificates
4.	Event Safety Officers identified as assigned to work on this contract must have a safety qualification of not less than NQF level 5 (E.G. SAMTRAC or NEBOSH). Please refer to the attached Table 2: Assigned Key Staff to be completed, along with relevant supporting documents.				Complete Table 2: Assigned Key Staff + CVs of all Event Safety Officers + Copies of NQF level 5 qualifications (or higher)
5.	Event Safety and Security Management, assigned to work on this contract, must have completed the City of Cape Town's Event Safety Management Course and provide respective certificates aligned to SAQA Unit Standard 255914, Minimise and Manage Safety and Emergency incidents at Events; or similar. <i>For purpose of evaluation, at least 1 security manager and 1 assistant manager must have completed the relevant City of Cape Town's Event Safety Management course. The other management must have at least completed the PSIRA Special Events course.</i> Please refer to the attached Table 2: Assigned Key Staff to be completed, along with relevant supporting documents.				Copies of City of Cape Town's Event Safety Management Course + PSIRA Special Events Course
6.	Bidders must provide a valid Letter of Good Standing from the Workman's Compensation Commissioner.				Valid Letter of Good Standing

Please note: All management staff must preferably be in the employ of the company. Should some or all of the staff be sub-contracted, then proof of an official agreement or commitment to the company (and this contract) must be provided in order to be considered for evaluation.

TABLE 1: PROOF OF LOCAL OFFICE

PROOF OF LOCAL OFFICE	
Company Name:	
Address: (Within 50km radius from the CTICC)	
Municipal Account Number: (If applicable)	
Proof:	Proof Attached (Please mark off which is applicable and if attached)
Lease agreement (If property is being rented)	
Municipal account (if property is owned by the company)	

TABLE 2: ASSIGNED KEY STAFF

TABLE OF ASSIGNED KEY STAFF		
NO.	ASSIGNED STAFF	
1.	SECURITY MANAGER #1	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
2.	SECURITY MANAGER #2	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	

3.	ASSISTANT SECURITY MANAGER #1	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
4.	ASSISTANT SECURITY MANAGER #2	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
5.	ASSISTANT SECURITY MANAGER #3	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
6.	SAFETY OFFICER #1	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	

7.	SAFETY OFFICER #2	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
8.	SAFETY OFFICER #3	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	
9.	SAFETY OFFICER #4	
	Name & Surname	
	PSIRA Registration #	
	Grade	
	Qualifications	
	Completed the City of Cape Town's Event Safety Management Course (or similar)?	
	Years of experience in the relevant role	

Please attach the following proof to this schedule:

1. CVs of all listed staff.
2. Certified copies of IDs.
3. Copies of PSIRA Certificates.
4. Copies of qualifications for all staff

<u>SIGNED ON BEHALF OF TENDERER:</u>	
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SCHEDULE 12: TENDERER'S EXPERIENCE

The following criteria will be used to calculate points for functionality in terms of the Tenderer's Experience, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
TENDERER'S EXPERIENCE	Description: Bidders are required to submit a comprehensive portfolio with at least 3 qualifying contracts for the Provision of Event Safety and Security Services over the past 3 years. Bidders must list current and/or previous contracts entered as part of their comprehensive portfolio for the value of R2 000 000 (or more) per annum. This must have been in a Corporate Hospitality environment, with the venue being situated within the confines of South Africa and capable of hosting at least 5000 pax simultaneously at an event. The total venue size must have been in excess of 45 000m². a) Bidders should note that the term 'Corporate Hospitality' refers to experience gained working at Convention Centres, Airports, Resorts, Casino's, Stadiums, 4-5 Star Hotels, Theatres and shopping malls/Centres. b) Please note: Bidders must provide proof of having rendered "Event Safety" in line with the requirements for event safety as set out in the Safety at Sports and Recreational Events Act, No. 2 of 2010.	20
	Bidders must submit a portfolio indicating at least 3 current and previous experience in the Provision of Event Safety and Security Services of a similar scope of work over the past 36 months (three years). The contactable references must be willing to answer the stated questions and score the bidder accordingly in terms of their performance. The CTICC will liaise with the stated referees to verify the authenticity of the submitted scoring. Only those reference sheets of an average score of "Satisfactory" (i.e. scoring 70% or more) will be considered. If the CTICC is a current and/or previous client of the bidder, and if the bidder wishes to include them in their portfolio, the below form should be sent to the relevant department within the CTICC for completion and will be scored and evaluated accordingly. Only the CTICC's Reference letter or letters making use of the same and/or similar scoring mechanism, on official company letterheads, together with the contact details of the company's representative and that is signed and dated, will be accepted.	20

The following is important to note:

- 1) This section counts **40** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.

a) Tenderer's Experience

Non-compliant (Score 0%)	The bidder submitted no information or irrelevant information to determine the score
Poor (Score 40%)	The bidder's comprehensive portfolio over the last three years is below R2 000 000
Satisfactory (Score 70%)	The bidder's comprehensive portfolio over the last three years is R2 000 000 but less than R3 000 000 per annum with at least 3 contracts.
Good (Score 90%)	The bidder's comprehensive portfolio over the last three years is R3 000 000 but less than R5 000 000 per annum with at least 4 contracts.
Very good (Score 100%)	The bidder's comprehensive portfolio over the last three years is R5 000 000 or more per annum with at least 5 contracts.

b) Contactable References

Non-compliant (Score 0%)	No satisfactory references (with an average score of 70 or higher) were supplied.
Poor (Score 40%)	One (1) to two (2) satisfactory references (with an average score of 70 or higher) were supplied.
Satisfactory (Score 70%)	Three (3) satisfactory references (with an average score of 70 or higher) were supplied.
Good (Score 90%)	Four (4) satisfactory references (with an average score of 70 or higher) were supplied
Very good (Score 100%)	Five (5) or more satisfactory references (with an average score of 70 or higher) were supplied.

Bidders are referred to the attached table and contactable reference sheets for the necessary evidence to be provided in order to score this schedule.

LIST OF EXPERIENCE

1. Bidders must ensure that all the information requested below is provided in detail and in the format required. The experience listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive.
2. Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.
3. It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation.
4. Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.

1.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work (Incl. VAT)	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
2.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

3.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
4	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
5	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

6	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
7	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
8	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

9	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
10	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
11	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

12	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

Number of sheets, appended by the tenderer to this Schedule..... (If nil, enter NIL).

<u>SIGNED ON BEHALF OF TENDERER:</u>	
---	--

CONTACTABLE REFERENCE NUMBER 1

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 1:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 2

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 2:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 3

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 3:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 4

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 4:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
 SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 5

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 4:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
 SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

SCHEDULE 13: EXPERIENCE OF KEY STAFF

The following criteria will be used to calculate points for functionality in terms of the Experience of Key Staff, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
Experience of Key Staff	The assigned, as provided within the minimum requirements, staff must have experience working in a corporate hospitality environment and venues capable of hosting at least 5000 pax simultaneously at an event. The total venue size must have been in excess of 45 000m². The bidder must provide copies of the CV's and qualifications of the following assigned key staff: a) Event Security Managers; and b) Event Safety Officers Please note: Only the staff members who have already met the minimum criteria (points 3-5 in the minimum requirements) will be considered in this evaluation. The average score of all the staff members listed in each category will be the final score. Bidders must provide a minimum of two names in each category of staff who will work on this contract. Staff need to be in the employ of the company or alternatively provide proof of their commitment to the bidder and this contract. The experience of assigned staff members in relation to the scope of work will be evaluated in terms of the following: a) General experience at venues listed (pax and venue size m²). b) The listed staff members' expert knowledge and years of experience.	30

The scoring for each Category of Key staff is broken up as follows:

EXPERIENCE OF KEY STAFF			
ITEM NO.	EVENT SECURITY MANAGER #	SCORING CRITERIA	INDIVIDUAL SCORING
Example	Name		-
	Job title	Event Security Manager	-
	Qualifications (Copies of Relevant Certificates to be Provided)	At least a Grade A	1,5
	Name and Size (m ²) of the Venue Worked at	At least 10 000m ²	1,5
	List Key Events Covered and Type	At least a concert or conference of 5000 pax	1,5
	Role at the Event	Security coordination or manager	1,5
	No. of Years Relating to Experience in the Events Industry	Minimum of 2 years	1,5
	Total Score (Maximum of 7,5 points)		7,5
ITEM NO.	EVENT SAFETY OFFICER #	SCORING CRITERIA	INDIVIDUAL SCORING
Example	Name		-
	Job title	Event Safety Officer	-

EXPERIENCE OF KEY STAFF			
Qualifications (Copies of Relevant Certificates to be Provided)	SAMTRAC / NEBOSH	1,5	
Name and Size (m ²) of the Venue Worked at	At least 2000m ² Example: CTICC, Hall 3-4, 2000m ²	1,5	
List Key Events Covered and Type	At least a concert or conference of 5000 pax Example: SAPOA, Corporate Expo with custom stands	1,5	
Role at the Event	Security Coordination or Manager Example: 5000 pax, appointed safety officer	1,5	
No. of Years Relating to Experience in the Events Industry	Minimum 2 years	1,5	
Total Score (Maximum of 7,5 points)			7,5

The following is important to note:

- 1) This section counts **30** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) The scoring of the experience of key staff will be as follows:

Non-compliant (Score 0%)	The bidder listed no manager or safety officer that reflects experience in all the criteria listed above and as described in the scope of works.
Poor (Score 40%)	The bidder listed less than 2 qualifying manager and 1 safety officer that reflect experience in all the criteria listed above and as described in the scope of works
Satisfactory (Score 70%)	The bidder listed 2 qualifying managers and 2 safety officers that reflect experience in all the criteria listed above and as described in the scope of works
Good (Score 90%)	The bidder listed 3 qualifying managers and 3 safety officers that reflect experience in all the criteria listed above and as described in the scope of works
Very good (Score 100%)	The bidder listed 4 or more qualifying managers and 4 safety officers that reflect experience in all the criteria listed above and as described in the scope of works

Bidders are referred to the attached table for the necessary evidence to be provided in order to score this schedule.

TABLE OF KEY STAFF
1. Bidders must ensure that all the information requested below is provided in detail and in the format required. The information listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive. 2. Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law. 3. It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation. 4. Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.

KEY STAFF MEMBER 1	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 2	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 3	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 4	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

KEY STAFF MEMBER 5	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 6	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 7	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 8	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:	
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SCHEDULE 14: METHODOLOGY / PROJECT PLAN

The following criteria will be used to calculate points for functionality in terms of the Methodology / Project Plan, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria	Maximum possible score
ADEQUACY OF PROPOSED WORK PLAN AND PROPOSED METHODOLOGY The approach plan (methodology & project implementation plan) should be outlined in unison with the scope of work and outline the proposed approach / methodology that will be applied to the scenario provided. The approach plan should articulate what value the bidder will provide in achieving the stated objectives for the project. The bidder must attach an approach plan to this section. The approach plan must focus on the following areas and be specific with regards to the scenario described: a) Provide an Event Safety Plan; b) Provide an Event Security Plan c) Provide a plan detailing the process that will be applied for dealing with Event Permits, Floor plans and Building permits. d) TMP (Traffic Management Plan) The approach plan should include two separate tailored documents: a) Event Safety plan; and b) Event Security plans based on the following scenario – A Sporting Equipment Exhibition event is hosted in the exhibition halls (5000m2), over 3 days, with 5000 Pax attending per day. Interaction takes place with Sport Stars on a stage that is 1m high. This event includes electronic registration for a 5km fun run starting at the CTICC. This plan should include the City of Cape Town Event By-law requirements for permits and structures. c) The approach for dealing with Event Permit applications, submission of temporary building applications and floor plan submissions must be provided. This document should include time frames and client interaction requirements. Please note: The approach plan will be scored using the SMART framework, which consists of the following elements: S - Specific: Clearly define what needs to be done, who is involved, and the steps required. M - Measurable: Establish criteria to track progress and determine success (e.g., using numbers). A - Achievable/Attainable: Ensure the goal is realistic and possible to accomplish. R - Relevant/Realistic: Confirm the goal aligns with broader objectives and is practical. T - Time-bound/Timely: Set a specific deadline or timeframe for completion.	20

The following is important to note:

- 1) This section counts **20** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must ensure that all the information requested below is provided in detail and in the format required. The information listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive.
- 3) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.
- 4) It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation.
- 5) Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.

Bidders must attach the necessary evidence in order to score this schedule.

The scoring of the work plan and methodology will be as follows:

Non-compliant (Score 0%)	No approach plan is attached.
Poor (Score 40%)	The approach plan is limited, not SMART and does not cover all of the four listed areas.
Satisfactory (Score 70%)	The approach plan is adequate, SMART and covers all four of the listed areas i.e. Provide an Event Safety Plan; Provide an Event Security Plan; Provide a plan detailing the process that will be applied for dealing with Event Permits, Floor plans and Building permits; and the Traffic Management Plan.
Good (Score 90%)	The approach plan is detailed, SMART and covers all four of the listed areas i.e. Provide an Event Safety Plan; Provide an Event Security Plan; Provide a plan detailing the process that will be applied for dealing with Event Permits, Floor plans and Building permits; and the Traffic Management Plan. The plan is tailored to address the specific objectives and is sufficiently flexible to accommodate changes that may occur during execution.
Very good (Score 100%)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of handover and implementation of new acquisitions. A secure and smooth transition can be envisaged.

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

<u>SIGNED ON BEHALF OF TENDERER:</u>	
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SCHEDULE 14: QUALITY CONTROL PROCEDURES AND PRACTICES

The following criteria will be used to calculate points for functionality in terms of the Quality Control Procedures and Practices, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
QUALITY CONTROL PROCEDURES & PRACTICES	Bidders must provide a copy of their company Safety Policy and Quality Control Plan, detailing the procedures on how to deal with incidents, client complaints and non-conformances at events. Bidders should very briefly outline their procedures in relation to the scope of work and attach it to this schedule. It is mandatory for bidders to attach the company safety policy and quality control plan and procedures to this schedule as part of their tender submission, and /or a valid ISO certificate as proof of certification for the following standards (if applicable): ➤ ISO 9001 Certification: Quality Management System. ➤ ISO 45001 Certification: Occupational Health and Safety Management System Compliance must also be shown by indicating the management systems that are in place to ensure the delivery of good quality services to the CTICC and the Client (Event Organiser). Proof must be provided that the necessary processes and procedures are in place to ensure full compliance, detailing how to deal with incidents, complaints, safety breaches and legal non-conformances.	10

The following is important to note:

- 1) This section counts **10** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must ensure that all the information requested below is provided in detail and in the format required. The information listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive.
- 3) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.
- 4) It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation.
- 5) Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.

Bidders must attach the necessary evidence in order to score this schedule.

The scoring of the quality control procedures & practices will be as follows:

Non-compliant (Score 0%)	The company's Quality and Safety plans, policies and procedures are not provided. No ISO Certification supplied.
Poor (Score 40%)	The company's Quality and Safety plans, policies and procedures are unlikely to support compliance on how to deal with non-conformances that may arise. No ISO Certification supplied.
Satisfactory (Score 70%)	The company's Quality and Safety plans, policies and procedures are provided and support compliance with reference to dealing with non-conformances. No ISO Certification supplied.
Good (Score 90%)	The company's Quality and Safety plans, policies and procedures are provided and support compliance with reference to dealing with non-conformances and include at least 1 of the ISO certifications.
Very good (Score 100%)	The company's Quality and Safety plans, policies and procedures are provided and support compliance with reference to dealing with non-conformances and include ISO 9001 and ISO 45001 certification.

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

<u>SIGNED ON BEHALF OF TENDERER:</u>	
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THE CONTRACT

Part C1: Agreements and Contract Data

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C1.1 Contract Form – Rendering of Services

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE CTICC (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE CTICC WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the CTICC during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid.
 - Tax clearance certificate.
 - Pricing schedule(s).
 - Filled in task directive/proposal.
 - Preference claims for Specific Goals in terms of the CTICC Preferential Procurement Policy.
 - Compulsory Declaration.
 - Certificate of Independent Bid Determination.
 - Special Conditions of Contract.
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE CTICC)**

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions.
of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

C1.2 Contract Data

C1.2.1 Contract Data relevant to the CTICC

C1.2.1.1 General Conditions of Contract

The General Conditions of Contract are the National Treasury General Conditions of Contract. The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Contract Specific Data below and the Special Conditions of Contract.

The General Conditions of Contract is obtainable from:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

C1.2.1.2 Special Conditions of Contract

The Special Conditions of Contract [SCC] support the Standard Conditions of Tender, the Tender Data and the General Conditions of Contract [GCC] and will apply as being an integral part of the contract. In the event of any inconsistency between the GCC and the SCC, the latter will prevail.

The Special Conditions of Contract is obtainable from: <http://www.cticc.co.za/supplier>

C1.2.1.3 Contract Specific Data

The following reflects contract data unique to this tender:

C1.2.1.3.1 Start Date

The start date is the date indicated on the letter of award.

C1.2.1.3.2 Location

The location for the performance of this contract will be the **LOCAL OFFICE** of the service provider together with the location of both CTICC 1 and CTICC 2, where the services will be required. Key personnel will be expected to work out of the local office as the exigencies of this contract require.

C1.2.1.3.3 Project timeline

The service provider is to commence the performance of the services on the date indicated on the letter of award. The contract shall also become effective on this date.

C1.2.1.3.4 Data provided by the Service Provider

This shall be the information as stipulated on the Compulsory Declaration, Schedule 2.

C1.2.1.3.5 Duration

This contract shall be for a period as stated in section C3.1 Scope of Works, unless otherwise negotiated and agreed upon by all parties.

C1.2.1.3.6 Insurance

The service provider is required to take out and maintain, for the full duration of the performance of this contract, the insurance cover as required and set out in Schedule 9.

C1.2.1.3.7 Replacement of key personnel

The service provider is required to obtain the CTICC's prior approval in writing before replacing any of the key personnel listed at the time of tender.

C1.2.1.3.8 Copyright

Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised by the service provider during the course of this contract is vested with the Cape Town International Convention Centre Company (RF) SOC (LTD).

C1.2.1.3.9 Tax Invoices

- 1) The service provider shall provide a tax invoice (VAT invoice) which complies with the provisions of the Value Added Tax Act of 1991 within 21 business days of the supply.

➤ **Value Added Tax**

- a) Where the value of an intended contract will exceed R1 000 000,00 (one million rand) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.
 - b) It is a requirement of this contract that the amount of Value Added Tax (VAT) must be shown clearly on each invoice.
 - c) The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
 - d) The VAT registration number of the CTICC is 4500188182.
- 2) The tax invoice referred to in (1) above shall also include the purchase order number issued to the service provider by the CTICC. Failure by the Service Provider to include the purchase order number on the invoice shall result in non-payment of the invoiced amount.
 - 3) In all instances, the invoices shall only be issued and dated when the services have been rendered in full, unless otherwise agreed to by the CTICC.
 - 4) Failure by the service provider to provide a tax invoice (VAT invoice) timeously may delay payment by the CTICC and no interest shall accrue.

C1.2.1.3.10 Statement

The service provider shall, on the last calendar day of each month, issue a statement to the CTICC in which the amount owed to the service provider is itemised at an invoice level. Notwithstanding this, the CTICC shall only pay on an invoice as envisaged in C1.2.1.3.9 above and not the statement.

C1.2.1.3.11 Payment terms

Payment terms shall strictly be done in accordance with Section 65(2)(e) of the MFMA 56 of 2003 that state: "all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure."

C1.2.1.3.12 Assignment of Contracts

Clause 19 of the General Conditions of Contract (GCC) makes provision for assignment of contract. Clause 19 of the GCC provides that "a supplier (or service provider) shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent". However, the transfer of rights and obligation of the service provider with or without consent of an organ of state is against the principles of section 217 of the Constitution and is therefore not allowed. National Treasury is currently in the process of reviewing the GCC.

C1.2.1.3.13 Cession of Contracts

1. Cession is permissible within the SCM legal prescripts. However, it is important that the application of cession in public procurement is carefully regulated to limit possible instances of abuse through fronting arrangements and similar processes. It is for this reason that the application of cession be limited only to those cession agreements in favour of registered Financial Services Providers (FSP) and state institutions established for the express purpose of providing funding to businesses and entities (State Institution).
2. Therefore, cession shall only be applicable as follows:
 - a) Cession must only be applicable to the transfer of right to payment for services rendered by a service provider to an FSP or State Institutions.
 - b) The written request for cession must be by the service provider and not a third party; and
 - c) The written request by the service provider must be accompanied by the cession agreement.

SIGNED ON BEHALF OF TENDERER:

C2.1 Pricing Instructions

Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing its prices.

- C2.1.1.** The short descriptions given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be paid are provided in the Scope of Work.
- C2.1.2.** While it is entirely at the tenderer's discretion as regards pricing the pricing schedule below, guideline tariffs of fees or indicative time-based fee rates are gazetted annually, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and/or prices as applicable.
- C2.1.3.** For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:
- | | |
|-----------|--|
| Unit: | The unit of measurement for each item of work. |
| Quantity: | The number of units of work for each item. |
| Rate: | The agreed payment per unit of measurement. |
| Amount: | The product quantity and the agreed rate for an item. |
| Sum: | An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units. |
- C2.1.4.** A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will deem the offer non-responsive.
- C2.1.5.** The rates, sums, percentage fees and prices in the pricing schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
- C2.1.6.** Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time-based services, the allocation of staff must be agreed with the CTICC before such services are rendered.
- C2.1.7.** All rates, sums, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.
- C2.1.8.** It will not be acceptable to merely refer to an attached pricing schedule; this will deem the offer non-responsive.
- C2.1.9.** Only firm prices will be accepted. Non-firm prices will not be considered.
- C2.1.10.** Bidders must ensure that they carefully read through the pricing schedule and that they fully complete the schedule as provided. An omission of any kind can result in the bidder's whole offer to be deemed as non-responsive.
- C2.1.11.** The fee must include all expenses, disbursements and costs (e.g. transport, overheads, training, accommodation, staff equipment and PPE etc.) that may be required in and for the execution of the work described in the specifications, and shall cover the costs of all general risks, liabilities and obligations set forth or implied in the contract as well as overhead charges and profits (in the event that the tenderer is successful). All prices tendered will be final and binding.

- C2.1.12.** The bidder will be responsible to liaise closely with the event executives to assess the event permit, legislative, safety and security requirements for every event and to quote on providing the aforesaid services. Quotes must be provided within 12 hours after request has been received. The commercial and business development department will also provide the successful tenderer with a schedule of upcoming events to enable the tenderer to actively market the services available to prospective clients.
- C2.1.13.** *The CTICC will charge a minimum administration fee of 15% on all services provided to clients in the building.
- C2.1.14.** The bidder shall, when pricing for this tender, take into account the terms and conditions of the wage determination agreements concluded for the private security sector.
- C2.1.15.** Offers will be evaluated in terms of price and preference based on the total tender amount of PART A - MAIN OFFER.
- C2.1.16.** Non-VAT vendors must not add VAT to their prices/ rates/ percentages charged but must cognisance of VAT requirements if they are found to be the preferred supplier. The final amount as awarded will be final and binding and the CTICC will not allow an additional 15% increase when the bidder becomes VAT registered.
- C2.1.17.** The annual security industry statutory labour rate escalation must already be taken into consideration when completing the schedules below. No additional increase will be allowed throughout the contract period; except: Should it happen that the statutory increases are above expected margins, the CTICC will consider increases in rates for the shortfall in pricing. In order for this to be considered, the service provider will have to provide written motivation for the CTICC, which may be considered for approval.
- C2.1.18.** The schedules in Part A: Main Offer for Event Safety and Security Services are for services which will be required on an ad-hoc basis when events take place that require the services. It is mandatory for bidders to provide costing against each individual post/item in the tables below. It is important that bidders take into account the wage determination agreements as concluded for the Private Security Industry.
- C2.1.19.** Please verify by indicating yes, that your offer complies with the stipulated specifications.

YES		NO	
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C2.2 Pricing Schedule

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

Name of Bidder:

Tender number: CTICC 003/2026: PROVISION OF EVENT SAFETY AND SECURITY SERVICES

Closing time: 12:00

Closing date: 24 APRIL 2026

OFFER WILL BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID. THEREAFTER THE BID WILL REMAIN VALID FOR AN ADDITIONAL 6 MONTHS, UNLESS THE BIDDER WITHDRAWS THE BID IN WRITING.

PART A: MAIN OFFER FOR EVENT SAFETY AND SECURITY SERVICES

Schedule 1 – Event Specific Pricing: Year 1 (01 July 2026 – 30 June 2027)					
<u>Scenario 1</u>					
Exhibition over 5 days, 10000m ² and 15000pax					
Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	5		
Event Security Manager	A	1	5		
Event Security Officer	B	5	5		
Event Security Officer	C	10	5		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
<u>Note:</u> Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				10
	Total Per Year (Excl. VAT)				

<u>Scenario 2</u>					
Gala Dinner with a stage and dance floor, VIPs in attendance, over 1 day, 2000m ² & 1800 pax					
Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	1		
Event Security Manager	A	1	1		
Event Security Officer	B	2	1		

Scenario 2

Gala Dinner with a stage and dance floor, VIPs in attendance, over 1 day, 2000m² & 1800 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Security Officer	C	20	1		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Note: Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				5
	Total Per Year (Excl. VAT)				

Scenario 3

Medical Conference over 2 days, Small Exhibition 5000m² and 3000 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	2		
Event Security Manager	A	1	2		
Event Security Officer	B	3	2		
Event Security Officer	C	18	2		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Note: Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				15
	Total Per Year (Excl. VAT)				

Schedule 2 – Event Specific Pricing: Year 2 (01 July 2027 – 30 June 2028)

Scenario 1

Exhibition over 5 days, 10000m² and 15000pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	5		
Event Security Manager	A	1	5		
Event Security Officer	B	5	5		

Schedule 2 – Event Specific Pricing: Year 2 (01 July 2027 – 30 June 2028)

Scenario 1

Exhibition over 5 days, 10000m² and 15000pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Security Officer	C	10	5		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Note: Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				10
	Total Per Year (Excl. VAT)				

Scenario 2

Gala Dinner with a stage and dance floor, VIPs in attendance, over 1 day, 2000m² & 1800 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	1		
Event Security Manager	A	1	1		
Event Security Officer	B	2	1		
Event Security Officer	C	20	1		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Note: Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				5
	Total Per Year (Excl. VAT)				

Scenario 3

Medical Conference over 2 days, Small Exhibition 5000m² and 3000 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	2		
Event Security Manager	A	1	2		
Event Security Officer	B	3	2		

Scenario 3

Medical Conference over 2 days, Small Exhibition 5000m² and 3000 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Security Officer	C	18	2		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Total Per Event (Excl. VAT)					
Estimated Number of Events Per Year					15
Total Per Year (Excl. VAT)					

Note:

Security Officers with a PSIRA Grade D will not be allowed to work on this contract.

Schedule 3 – Event Specific Pricing: Year 3 (01 July 2028 – 30 June 2029)

Scenario 1

Exhibition over 5 days, 10000m² and 15000pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	5		
Event Security Manager	A	1	5		
Event Security Officer	B	5	5		
Event Security Officer	C	10	5		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
Total Per Event (Excl. VAT)					
Estimated Number of Events Per Year					10
Total Per Year (Excl. VAT)					

Note:

Security Officers with a PSIRA Grade D will not be allowed to work on this contract.

Scenario 2

Gala Dinner with a stage and dance floor, VIPs in attendance, over 1 day, 2000m² & 1800 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	1		
Event Security Manager	A	1	1		
Event Security Officer	B	2	1		

Scenario 2

Gala Dinner with a stage and dance floor, VIPs in attendance, over 1 day, 2000m² & 1800 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Security Officer	C	18	1		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
<u>Note:</u> Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				5
	Total Per Year (Excl. VAT)				

Scenario 3

Medical Conference over 2 days, Small Exhibition 5000m² and 3000 pax

Staff Type	Grade	Quantity	Days	Unit Rate Per Post Per Month (Excl. VAT)	Total Cost (Excl. VAT)
Event Permit Application	N/A	1	N/A		
TDA and Floor Plan Submission (BDM11 & BDM12)	N/A	1	N/A		
Event Safety Officer	NQF5	1	2		
Event Security Manager	A	1	2		
Event Security Officer	B	3	2		
Event Security Officer	C	20	2		
Security Plan	N/A	1	N/A		
Safety Plan	N/A	1	N/A		
<u>Note:</u> Security Officers with a PSIRA Grade D will not be allowed to work on this contract.	Total Per Event (Excl. VAT)				
	Estimated Number of Events Per Year				15
	Total Per Year (Excl. VAT)				

SCHEDULE 4 - TOTAL SUM OF ALL THREE YEARS (REFER TO PART A OF PRICING SCHEDULE – MAIN OFFER)

SCENARIO'S	YEAR 1	YEAR 2	YEAR 3	TOTAL
SCENARIO 1				
SCENARIO 2				
SCENARIO 3				
TOTAL (EXCL. VAT)				
ADD VAT @ 15%				
TOTAL (INCL. VAT)				
Carry total forward to Front Page				

PART B: STAFF COSTING

Item #	Description	Unit Rate (per 12 Hr Shift) – Year 1	Unit Rate (per 12 Hr Shift) – Year 2	Unit Rate (per 12 Hr Shift) – Year 3
1.	Event Security Manager			
2.	Assistant Event Security Manager			
3.	Event Safety Officer			
4.	Event Fire Marshal			
5.	Event Fire Warden			
6.	Event First Aider			
7.	Event Security Officer			
8.	Event K9 and Handler			
9.	Event Usher			
10.	Event Permit Application			
11.	TDA and Floor Plan Submission (BDM11 & BDM12)			
12.	Security Plan			
13.	Safety Plan			
14.	Traffic Management Plan (TMP)			

I / We the undersigned in my / our capacity as of the firm (full name of Bidder) hereby offer to the CTICC to render the goods and/or services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the CTICC and subject to the conditions of tender for the amounts indicated above.

SIGNED ON BEHALF OF TENDERER:	
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C3.1 Scope of Works

C3.1.1. Introduction

- C3.1.1.1 The CTICC wishes to appoint a panel consisting of up to three (3) suitably qualified service providers to render event safety and security services to its clients. The successful bidders will form a panel of preferred suppliers which will be promoted to clients wishing to host their events at the CTICC.
- C3.1.1.2 Unless a client requests otherwise, assignments/work in terms of this appointment will be allocated per discipline to the highest-ranking panel member (i.e., based on price and preference) capable of executing the specific assignment within the required time period and in accordance with the technical requirements of the assignment.

C3.1.2. Background

- C3.1.2.1 The primary function of the security team is to ensure the protection, safety, and security of staff, clients, delegates, contractors and those who are lawfully on the premises of the CTICC.
- C3.1.2.2 This scope extends over CTICC 1 and CTICC 2, including Convention Square, Heerengracht Circle, and associated Parking lots (The CTICC Precinct), as well as the Artscape.
- C3.1.2.3 The CTICC subscribes to the Tourism Grading Council of SA (5-Star Rating) which governs the standards that are required. It is required for the successful service provider to familiarise themselves with the requirements of these standards and to conform to it at all times.

C3.1.3. Scope

- C3.1.3.1 The CTICC requires the services of a suitably qualified and experienced contractor that can provide Venue Safety and Security compliance, and monitoring services in respect of events hosted at the CTICC.

C3.1.4. General

- C3.1.4.1 The successful bidder will be appointed on a 36-month term contract, with the final 12 months to be implemented on the sole discretion of the CTICC.
- C3.1.4.2 All bids and offers submitted must be valid for 120 days after the closing date.
- C3.1.4.3 A compulsory briefing session will be held on 02 April 2026 at 10:00.

C3.1.5. Technical Requirements / Terms of Reference

- C3.1.5.1 The primary function of the successful service provider is to provide the services for Event Safety and Security management, planning, deployment of personnel and the safe execution of events hosted at the CTICC. This includes the provision of safety and security services to clients, securing their property, their patrons, tenderers and sub-tenderers and act on behalf of the CTICC ensuring that only those who have a proper right to attend the premises are allowed access to ensure the smooth execution of events.
- C3.1.5.2 The CTICC requires the bidder to provide services from initial quoting to debrief phase and is not limited to the list below:
- Event Safety Officer Services.
 - Event Security deployment and Management Services.
 - Event Safety Plan.
 - Event Security Plan.
 - Event Permit Applications Services.
 - Event Floor Plan and Temporary Building Plan application and Submission.
 - Compilation of the event safety and/ or security folder.
 - Pre-approval of stand designs and advisors service relating to structural engineers' certification.
 - Other plans relating to the successful safety and security planning and execution of events e.g. fencing plan where needed.
- C3.1.5.3 The CTICC is regulated and governed by national legislative requirements for the events industry and must comply with the Occupational Health and Safety Act and Regulations, the Safety at Sports and Recreational Events Act and Regulations and the City of Cape Town Events By-Law at all times.

Furthermore, the CTICC holds various memberships and certifications that demand compliance with the Tourism Grading Council of SA (5 Star Rating), ISO 9001, ISO 14001 and ISO 45001. The successful service provider is required to familiarise themselves with the requirements of these standards and to comply with these at all times.

C3.1.6. Event Safety and Security Services: Duties and Responsibilities

- C3.1.6.1 Provide Event Safety Officers and Event Security services, administration and staffing in order to ensure legal compliance with the Safety at Sports and Recreational Act and Regulations in order to ensure that events are executed in a safe and secure manner.
- C3.1.6.2 This encompasses all event safety and security related requirements and associated issues within the CTICC and is not limited to the following:
- a) Permit application in compliance with the Events By-Law.
 - b) Floor plan submissions.
 - c) Custom stand approvals and submission of TDA (BDM) applications.
 - d) Post event briefings.
 - e) Attend internal event planning and operations meetings.
 - f) Specific instructions relating to events.
 - g) Compliance with CTICC's Standard Operating Procedures.
 - h) Security risk assessments.
 - i) Safety risk assessments.
 - j) Tenderer induction prior to events build-up.
 - k) Event evacuation procedures.
 - l) Event health and safety compliance.
 - m) VOC procedures as required.
 - n) Representation of CTICC at City planned Event Safety and Security planning committee when required.
 - o) Uniform codes.
 - p) Radio communications and codes.
 - q) Code of Conduct.
 - r) Event related incident reports- provide CTICC with comprehensive reports;
 - s) Event training / toolbox talks.
 - t) Event Specific Plans (Safety and Security).
 - u) Customer services.
 - v) VIP protocol handling where needed.
 - w) Manage accreditation or vetting services where needed.
 - x) On-site Safety induction.
 - y) Provide event-based quotations using systems in line with CTICC requirements.
 - z) Security deployment strategies and assessment.
 - aa) Safety Officer to fulfil duties in line with SOP for Safety Officers.
 - bb) Compilation of a comprehensive Safety Plan and file for said client;
 - cc) Sub-Tenderer audits (Section 37.2);
 - dd) Attend and represent the organiser and client at SAPS safety and security planning meetings;
 - ee) Conduct event risk assessment and provide safety file for each event.
- C3.1.6.3 The bidder must through the implementation of Standard Operating Procedures (SOP's) and policies, ensure that its procedures are in line with the CTICC's requirement for safety and security at events, the CTICC's Safety and Security Client Manual and SANS 10366.
- C3.1.6.4 The bidder must ensure that contracted events safety and security teams are available to fulfil this requirement as quoted and required by the clients.
- C3.1.6.5 The bidder will be responsible to liaise closely with the CTICC representatives to assess the safety and security requirements for every event and to provide a quotation within 24 hours of a request having been made for services required by said client. In addition to the aforesaid, services, the bidder should be able to provide additional services (on ad hoc request e.g., Fire Marshall) within 2 hours after a request has been made by a client or the CTICC.
- C3.1.6.6 The Commercial and Business Development Department will provide the successful service provider with a schedule of upcoming events to enable the service provider to actively market these services to prospective clients. These services usually require specific quotes to the respective parties. It should be noted that all quotations to clients must be submitted through the CTICC.

C3.1.7. Event Compliance Services on behalf of the CTICC

- C3.1.7.1 The CTICC will, in cases where it deems it appropriate and practically possible to do so, endeavour to contract with its clients, event organizers and exhibitors for the provision of the above listed services. Services may be required by the CTICC in connection with events organized by them on the premises. Only the services so contracted will fall within the scope of this contract (i.e. the services that will be subcontracted to the successful bidder).
- C3.1.7.2 In addition to the services referred to in the previous paragraph, the successful service provider will have to perform, as part of its contract with the CTICC, the below-mentioned functions. (These may be in connection with the performance by other service providers who have been allowed to contract with clients for events within the premises.).
- C3.1.7.3 The successful service provider will be required to monitor the activities of all sub-contractors and external service providers in the assigned venue, during build-up, live event days and break-down days and work in partnership with the site security service provider in the protection of installations, equipment and infrastructure of the CTICC from harm or damage, by-
- Securing all aspects of the venue hosting the event.
 - Ensuring compliance with applicable legislation, municipal bylaws and regulations, in particular those relating to the use of electricity, rigging and safety of the premises.
 - Ensuring that services requiring expertise are performed by properly qualified employees e.g. Electricians, forklift drivers (safety officers).
 - Ensuring that proper competency and conduct levels are maintained, and that due care is exercised in performing the work.
 - Ensuring all sub-tenderers and crew have been inducted and keeping records of this.
 - Ensure all crew who have been inducted receive and wear the correct PPE and accreditation or wrist bands acceptable to the CTICC. All must have relevant site identification with a wrist band and /or said event identification to access the venue.
 - Preventing passages and emergency escapes from being obstructed.
 - Ensuring that the high standards of courtesy, order and cleanliness appropriate to public image is maintained at all times.
 - Managing and limiting damage to the premises by ensuring the correct methods of work and site rules are applied and followed and that where permits for works are required, that the correct permit has been issued through the CTICC maintenance department.
 - Ensuring that a prescribed safe system of work is followed, training is relevant and that hot work permits, and licencing systems are followed, if applicable.
 - Reporting, in writing, to the CTICC any failure by the 3rd party service provider to comply with any of the above requirements. Such a report shall also state the nature and extent of the non-compliance as well as the nature, extent and location of any damage caused by the 3rd party.

C3.1.8. Staff Requirements:

- C3.1.8.1 The proposal must allow for the following:
- A cost to provide services as per the Pricing Schedule. The cost for provision of services must include the costing for relievers and be event specific.
 - Cognisance must be taken of the type of event, event security risk categorisation, the premises, venue and suitable grade of Security Officers must be allowed for.
 - It is required that the successful service provider confirms that an adequate service can be delivered with the proposed manpower, and this must be confirmed by the end user client.

C3.1.9. Event Safety and Security Philosophy

- C3.1.9.1 Event personnel are an integral part of the CTICC brand and profile. As such we require the following approach from the company and their staff:
- To form an essential support team to the CTICC as an operation partner.
 - To be proactive in seeking improvements or to promote ideas in event safety and security or other services.
 - To be flexible in the services delivered, so as to meet the needs of clients.
 - Provide suitable safety banners or signage for build-up and break down days.
 - Actively monitor safety and security breaches and effectively report on such.
 - When required, wear appropriate PPE and uniform.

- g) To be customer aware and to add value.
- h) To assist clients and visitors appropriately.
- i) To be courteous and helpful at all times.
- j) In the event of a major site incident the service provider will co-operate with any request made by CTICC management as expeditiously as possible.
- k) Staff should take care of themselves and not interfere with safety or security systems and equipment provided by the venue for events.

C3.1.10. Training and Management

- C3.1.10.1 In addition to the normal level of training, which the successful service provider will be required to provide to their employees, an additional one day of training, specific to the scope and procedures relating directly to the facility, is required.
- C3.1.10.2 The assigned team must always include adequate management and supervision to control the activities of the overall team.
- C3.1.10.3 The team must be supervised by a designated Manager who must be available on site and liaise directly with the client. Regular meetings will take place to record the progress of the assignment when needed.
- C3.1.10.4 A Company Director must always be available to respond to an operational need if so, required by the CTICC.
- C3.1.10.5 The bidder must action any recommendations by CTICC Management following any failures or shortcomings highlighted regarding staff whilst on duty. In the event of any manager not being available for an assigned shift, the local office must provide an equal or better qualified manager prior to the shift starting.

C3.1.11. Personnel

- C3.1.11.1 Members of the team are ambassadors of the CTICC and must be of the highest quality and calibre. Their presence and bearing must be such that they command respect of employees and Clients.
- C3.1.11.2 The service provider will provide an effective team of high-quality staff to be assigned exclusively to the CTICC and contracted events. Members of the team must be employees of the service provider and must not be removed, replaced or reassigned without prior consultation with the CTICC.
- C3.1.11.3 The service provider will at all times supply the correct number of staff to meet the requirement detailed earlier, or as amended by the client.
- C3.1.11.4 The CTICC places high value on creating and maintaining a stable assignment team.
- C3.1.11.5 All staff assigned to the site shall adequately fulfil the following selection criteria:
- a) Be of proven standard of mental and physical health and fitness.
 - b) Not be colour blind.
 - c) Be of sound educational background.
 - d) Be able to communicate clearly, in English, both orally and in writing.
 - e) Possess a confident and tactful manner when dealing with staff, tenderers, and visitors.
 - f) Be conversant with general safety and security principles and procedures.
 - g) Be conversant with basic radio procedures,
 - h) Possess initiative and decisiveness,
 - i) Be able to exercise good judgement,
 - j) Be poised and even tempered, able to defuse confrontational situations,
 - k) Be of good character,
 - l) Be able to deal courteously, firmly and effectively with others, in person and on the telephone,
 - m) Be professional, sober, and courteous towards public and patrons; and
 - n) Be neat, well groomed, uniform and distinguishable in a crowd.
- C3.1.11.6 No person will be allowed to work back-to-back shifts of more than 12 consecutive hours per day.

C3.1.12. Uniforms

- C3.1.12.1 The event safety officer and security officers must wear a uniform that is appropriate to the site or nature of the event. The CTICC reserves the right to prescribe the type of uniform and its design. Build up day may require workers uniform and live event days will require suits.
- C3.1.12.2 The successful service provider will be required to provide examples of uniforms and details of the company's policy regarding uniform issue, suits and cleaning arrangements.

C3.1.13. Associated Documents

- C3.1.13.1 Documented evidence and incident reports must be kept and shared with CTICC. As CTICC subscribe to ISO standards it is required that the successful service provider complete the prescribed forms as detailed in this standard. E.g. Incident forms, Accident Forms, Safety Inspections. All written or electronic logs, correspondence, reports and investigations are the intellectual property of the CTICC and must remain on site. Such records can be audited and produced for insurance purposes.
- C3.1.13.2 The successful service provider must on confirmation submit a Company Health and Safety folder at inception for auditing purposes.

C3.1.14. Implementation Timetable

- C3.1.14.1 The project commencement date will be effective upon the date of award and will be in force for a period of 36 months, with the last twelve (12) months to be implemented on the sole discretion of the CTICC.

C3.1.15. Information to be provided by the Tenderer.

- C3.1.15.1 Upon submission, the bidder must ensure that his/her offer comprises of the following:
- (a) A fully completed tender document (including the Pricing Schedule)
 - (b) Proof of Company Address, confirming that it's situated within a 50 km radius from the CTICC.
 - (c) Copy of valid PSIRA certificate for the company and assigned staff.
 - (d) CV's and copies of qualifications for the assigned Event Security Managers, Assistant Managers and Event Safety Officers
 - (e) Copy of the City of Cape Town's Event Safety Management Course (or similar) for the assigned Event Safety and Security Management
 - (f) Copy of the bidder's Safety Policy, Quality Control Plan and valid ISO 9001 and ISO 45001 certifications (if applicable)
 - (g) Approach plan (methodology & project implementation plan)
 - (h) Valid Letter of Good Standing from the Compensation Commissioner
 - (i) Tax clearance certificate.
 - (j) A Valid B-BBEE Certificate
 - (k) Certified copies of directors' ID's
 - (l) Company & Directors municipal bill or lease agreements

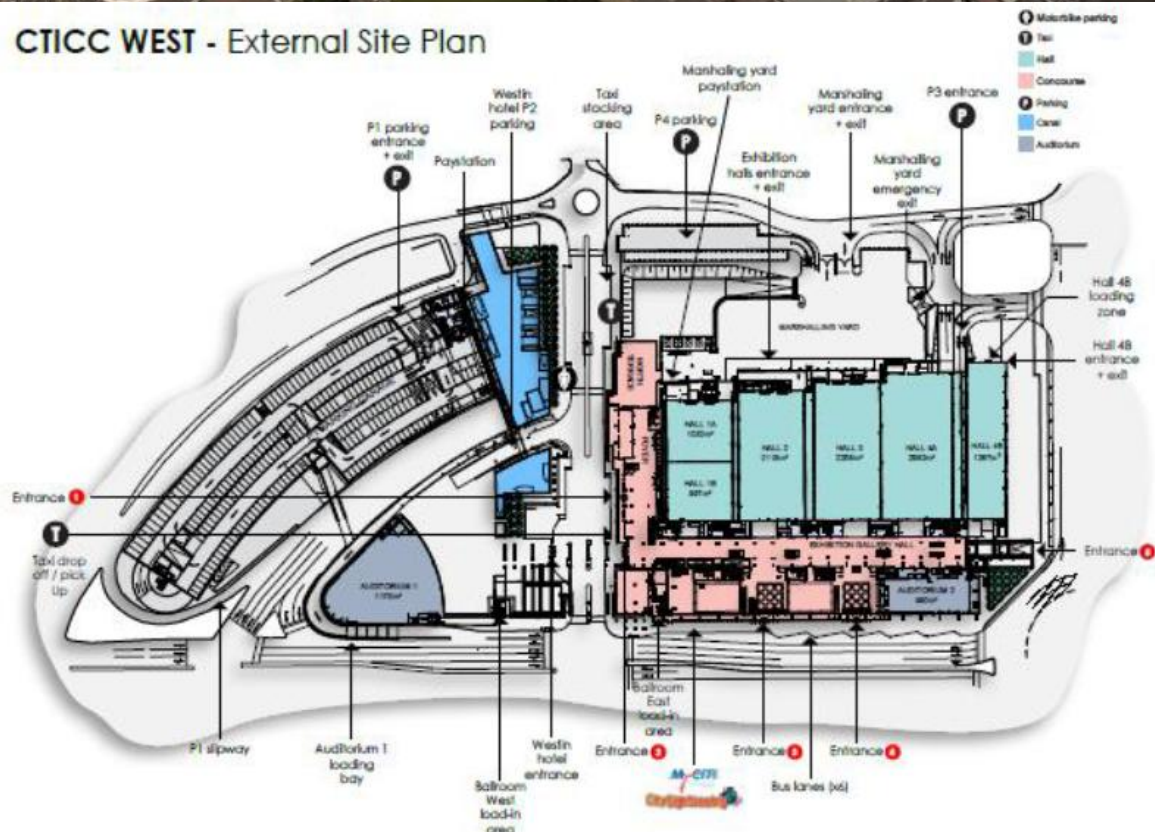
C3.2 Annexures and/or Drawings

C3.2.1. Layout of CTICC Precinct and Drawings

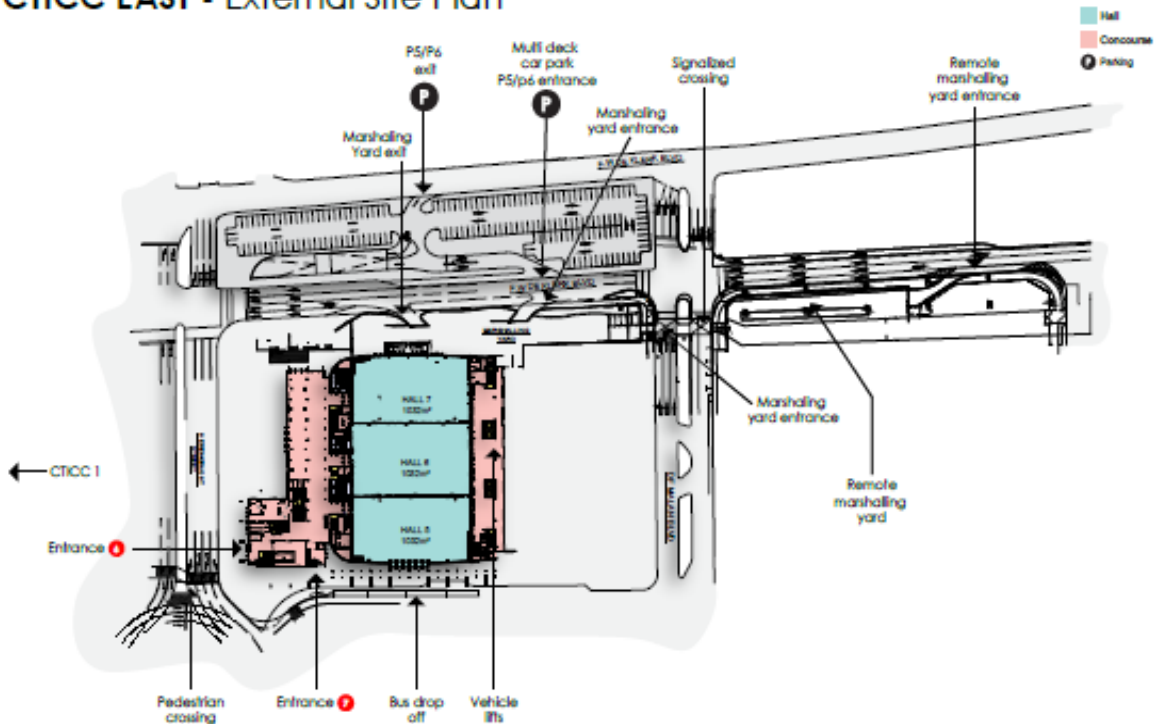
C3.2.1.1. The CTICC precinct includes two buildings namely CTICC 1 (west side) and CTICC 2 (east side), Convention Square shared by the Westin Marriott Hotel, two marshalling yards and four parking lots namely P1, P3, P4 and P5. The two buildings are linked with an underground tunnel. CTICC consists of 10 Halls and an area of more than 85000m².



CTICC WEST - External Site Plan



CTICC EAST - External Site Plan



C3.2.2. Performance Evaluation Checklist

- C3.2.2.1. The CTICC or its appointed representative will monitor with the use of various methods as required, the performance and compliance of the service provider in terms of the provision of services in this contract.
- C3.2.2.2. The purpose of this penalty point evaluation system is to determine whether the service provider is performing and complying with the required quality service by committing one or more offences set out in the penalty point evaluation system included in the specifications. Offences will be penalised by corresponding points.
- C3.2.2.3. The application of these penalties will in no way affect the rights of the CTICC to breach and terminate this agreement through the breach mechanism as envisaged in the main agreement.
- C3.2.2.4. Should the service provider reach 100 points, a penalty charge of R5000 will be levied. This is not limited to any period. There may be multiple penalties in one month. E.g. 100 points = R5000 penalty. There is no maximum limit to the number of penalty charges which can be levied per month, as this is dependent on the number of transgressors observed.

C3.2.3. Transgression

- C3.2.3.1. The list below all carries a penalty of 30 points.
- Fails to timeously advise the CTICC of any incident have direct impact on the integrity of the centre.
 - Fails to disclose information relating to the shortages, equipment and incidents to the CTICC.
 - Fails to comply with training requirements as described in this tender/contract.
 - Fails to submit required reports and schedules to the CTICC as required.
 - Allows or causes an action or event to take place that has a negative impact on the activities on the premises.
 - Disregards or does not pay attention to lawful commands by the authorised representative of the CTICC.
 - Failure to or late submission of relevant application and approval to the TDA (DAMS).
 - Failure to provide a quote in the required time frame.
 - Staff is negligent or slack in the execution of his or her duties.
 - Staff behaves disorderly or ill-mannered whilst rendering services.

- k) Uses the premises of the CTICC unlawfully.
- l) Security Officer leaves the post without permission.
- m) Accepts bribes. (A bribe means any benefit that a guard may acquire, that has the effect that the services are rendered contrary to the provisions of this agreement.)
- n) Allows family and friends or any other person to enter the premises without permission, for reasons other than to do business with the CTICC or tenants on the premises.
- o) Uniform is not up to standard or acceptable for an event.
- p) Does not comply with the prescribed PSIRA standards.
- q) Event Safety and Security officer is not in possession of identity cards as required or falsely perform duties of a specific grade, without the necessary qualifications.
- r) Event Safety and Security officer may not speak to the press, release information or discuss events external to the CTICC.
- s) Event Safety and Security officer failing to report breaches.
- t) Failure to provide a company safety file and relevant changes when needed.

C3.2.4. Penalty Point Evaluation System

No.	Description	PENALTY POINTS
1.	Event (safety or security) officer or personnel found sleeping by CTICC staff whilst on duty.	100
2.	The CTICC incurred a loss as a direct result of the negligent action or omission of the service provider in the execution of his/her duties in terms of the SLA.	80
3.	The service provider fails to or neglects to disclose correct staffing levels and shortages to the CTICC. (Misrepresentation of information).	50
4.	Event or Security officer is paid less than the determined minimum wage for the post or Security Grade in which he/she is deployed.	50
5.	Event officer found using, while on duty at his/her post, personal electronic devices. i.e., Mobile phone, Tablet, Portable radio/ CD player, DVD players.	50
6.	The service provider does not render an acceptable level of event staff continuity on site, due to no-shows or consistency in staffing levels as quoted per staff member.	50
7.	An event personnel member does not meet the prescribed qualifications, in terms of training, PSIRA registration against the scope of this tender/contract.	50
8.	The service provider has failed to satisfactorily resolve an urgent complaint lodged by the CTICC within 4 hours of the complaint being brought under the attention of the service provider.	50
9.	The service provider fails to provide a reliever for a post and leaves the post unmanned.	50
10.	Event Permit not obtained.	100
11.	Staff uses alcohol and/or drugs or is under the influence of alcohol or drugs whilst rendering services.	50
12.	The service provider or its staff fail to carry out or maintain any specific instruction given by the CTICC in the execution of event safety or security service at the CTICC.	20
13.	The service provider has failed to satisfactorily solve a complaint lodged by the CTICC within 12 hours of the complaint being brought under the attention of the service provider.	50
14.	Any legislative breaches and the failing to enforce legislation.	100
15.	Major incident occurs at event due to safety or security non-compliance.	100
16.	Failing to provide a safety or security plan.	100
17.	Crew and Contractors have not been inducted as required.	80
18.	Crew and contractors at the said event do not have the prescribed accreditation, wristband, or company identification.	50
19.	The event safety file does not cover all aspects of the event and is below the legal required standard.	80

C3.2.4.1. Three non-conformances in a quarter will result in a review of the terms of this contract and could lead to a potential breach and/or termination of the contract.

C3.2.5. Meetings and SLA reviews

C3.2.5.1. The SLA review meeting is held monthly, and official reviews are conducted and documented quarterly. Note that the Customer Service Index applies to event safety and security and may or may not apply to this tender/contract depending on the review. Below is an example of the SLA review.

Event Safety & Security KPA Checklist	2026/27; 2027/28; 2028/2029				
	CTICC Representative:				
	Signature:				
	Contractor:				
	Representative Signature:				
	Signature:				
KPA Categories (Rating = 1 -5)	Q1 Jul - Sep	Q2 Oct - Dec	Q3 Jan - Mar	Q4 Apr - Jun	Comments:
General:					
General quality of Service					
Quality of plans and report received					
Number of incidents recorded					QTY
No repeat of incidents or non-conformances					
Meet priorities with timeous completion of tasks and reporting					
Knowledge of CTICC venue and operations re. Events					
Admin and Events:					
Quarterly revenue budgets are met					
Quotes signed by relevant CTICC staff/ department					
Timeous invoicing and presentation of job task / Quotes					
Quotations provided within acceptable time period					
Safety and security plans for event provided timeously					
Customer review report benchmark met at 85% (Customer Satisfaction Index) N'Lighten report					
Staffing:					
All permanent staff in possession of ID and completed induction					
Available for briefing, on-site training and meetings					
Staff qualifications provided - existing and new					
List of staff on site as mentioned					
Staff always neatly and properly attired					
Training:					
Security and Safety Events Training provided on a regular basis					
Event Emergency response training in regard to events conducted quarterly					
Proof of completion/qualification of					

training provided and training records shared					
Uniforms:					
Proper attire at all times - Uniforms, Personal Protective attire					
Reporting/ Compliance:					
Incident reports received timeously					
Induction carried out and records retained					
Permit application submitted and received timeously					
Report defects in the building					
Company Director visits events and audit carried out 6 times per quarter					
BDM Applications submitted and approved by TDA					
Housekeeping/Health & Safety:					
Hazardous & biodegradable event waste correctly disposed as per waste plan					
Worksite adheres to safety standards - demarcated, etc.					
Housekeeping rules adhered to - walkways, etc.					
Other tasks:					
Accreditation and Access control in place at events					
Control and monitoring of all entrances to venues at events					
Lost and found items handled as per procedure					
Searches on staff, visitors and tenderers conducted in line with procedure at event					
Scoring percentage	100	100	100	100	
Total	0	0	0	0	
Previous total	0.00	0.00	0.00	0.00	
Percentage deviation since last review	0.00%	0.00%	0.00%	0.00%	
<u>Additional Comments:</u>					

C3.3

Performance Evaluation Checklist

Issued: «Date»

This document is included purely for reference purposes.

SCM database No: «SuppNo»

SUPPLY CHAIN MANAGEMENT

VENDOR PERFORMANCE - COMPLETION FORM

To be completed in respect of all procurement transactions in excess of R 30,000.00 and submitted to the Supply Chain Management Unit by the applicable Department responsible on completion of the contract or every quarter for term contracts.

Please note that this document is compulsory and must be signed off by the requesting user department to ensure that goods and services meet the company's expectations in respect of Quality/Quantity/Delivery/etc. In the event that the supplier is rated lower than 18 points out of a possible of 25 (72%), they must be consulted and when agreed on the final rating, sign this document as proof of consultation.

This information is intended to assist with the CTICC's "Supplier Performance Management System" and future good relations between the departments and the suppliers of goods or services. Corrective measures must be indicated for any negative reporting in this document as well as the actions agreed upon to avoid any similar future recurrence.

I, in my capacity as
NAME + SURNAME

and on behalf of «SuppName» and
NAME OF FIRM / SUPPLIER

I, «Official», on behalf of the Cape Town International Convention Centre hereby agree to the content of this document.

Performance of Service / Product under consideration: Tender / Quotation No: «TenderID»

Description: «TenderA»«TenderB»«TenderC»

Department: «Metro» / «Service» / «Department»

Perceptions of service quality: See reverse for rating criteria.

CATEGORY:		Rating:
1.	Project management and control	
2.	Communications	
3.	Flexibility	
4.	Capability	
5.	Delivery	
If the total rating point is less than 18, corrective measures must be taken.		

Ind.	Evaluation Matrix
1	01-05 = NOT RECOMMENDED
2	06-10 = POOR
3	11-15 = AVERAGE
4	16-20 = SATISFACTORY
5	21-25 = EXCELLENT

Corrective measures agreed upon? (If any)

.....
.....

.....
NAME + SURNAME
FOR AND ON BEHALF OF SUPPLIER:

.....
SIGNATURE

.....
DATE

.....
NAME + SURNAME
FOR AND ON BEHALF OF CTICC:

.....
SIGNATURE

.....
DATE

SUPPLIER PERFORMANCE ASSESSMENT

Performance area	Ranking				
Project management and control	➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place	➤ Project manager identified. ➤ Simple project plan in place, no evidence of update/use ➤ Reliance on individuals rather than process ➤ Haphazard controls	➤ Project manager and team identified. ➤ Project plan in place but limited evidence of update/use ➤ Project team managed through meetings – no use of tools ➤ Inconsistent change control	➤ Project manager has formal ownership of project and team ➤ Single point of accountability for decisions ➤ Formal project management processes followed. ➤ Rigorous change control	➤ Full and accountable project management process ➤ Detailed and controlled processes ➤ Full visibility of progress, issues and changes
Score	1	2	3	4	5
Communication	➤ Difficult to contact or obtain a response. ➤ Evidence of poor internal communications ➤ Response regularly inadequate	➤ Regular communications but often incomplete ➤ Response to queries inconsistent ➤ Reactive	➤ Fairly rapid response to queries ➤ Generally complete responses, but clarification often required	➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required	➤ Excellent, open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	➤ Inflexible and reliant on contract	➤ Some willingness to be flexible, but only short-term	➤ Willing to be flexible around project demands over medium term	➤ High degree of flexibility around project and contract matters	➤ Completely open and flexible – joint partnering arrangement focused on project
Score	1	2	3	4	5
Capability	➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones ➤ Multiple design or production errors	➤ Poor capability ➤ Some missing of critical deadlines or milestones ➤ Design or production errors not satisfactory	➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines ➤ Design or production errors not critical	➤ Good capability ➤ No missing of critical milestones or deadlines ➤ Virtually no design or production errors	➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ No design or production errors
Score	1	2	3	4	5
Delivery	➤ Frequently capacity constrained resulting in significant schedule problems. ➤ Expediting regularly required	➤ Some capacity constraints with some impact on schedule ➤ Some expediting required	➤ Generally unconstrained and able to meet schedule. ➤ Limited expediting required	➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes. ➤ Little or no expediting required	➤ Established track record of deliveries. ➤ Capacity to reschedule to meet project changes. ➤ No expediting required
Score	1	2	3	4	5

NB: Where the specific category does not apply to the relevant evaluation or supplier, a rating of four (4) must be applied.