



REQUEST FOR PROPOSALS

RFP NUMBER: TIA 003/2016

A SERVICE PROVIDER FOR THE MANAGEMENT AND COORDINATION OF THE 2ND INNOVATION BRIDGE TECHNOLOGY MATCHMAKING AND SHOWCASING EVENT

COMPANY NAME: _____

COMPANY REPRESENTATIVE AND CONTACT DETAILS: _____

ISSUE DATE: 29 APRIL 2016

CLOSING DATE: 30 May 2016 at 11:00

COMPULSORY BRIEFING SESSION: 6 May 2016

TIME: 14:00-16:00

TENDER VALIDITY: 120 Days

VENUE: TIA House
83 Lois Avenue
Menlyn
Pretoria

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1. BACKGROUND

The Innovation Bridge (IB) was launched on 2 and 3 February 2015. The event was hosted by the Department of Science and Technology (DST) together with the Technology Innovation Agency (TIA), the National Intellectual Property Management Office (NIPMO), and the Southern African Research and Innovation Management Association (SARIMA).

The IB is an initiative of the DST with the aim of bridging the gap between South African, regional and international innovators, industry, and funding partners, as a means of accelerating the commercialisation of existing and new technologies. The IB provides an easily accessible and structured platform for matchmaking between the innovators, industry and funders.

Over 90 innovations, from more than 35 publicly funded organisations, were exhibited at the IB technology showcase and matchmaking event. This included the latest and best technologies from some of South Africa's top research and technology development institutions comprising 16 universities; 14 TIA-supported companies; 6 science councils; and the South African National Space Agency (SANSA).

The 2015 inaugural event attracted more than 750 participants and visitors, with almost 50% of whom from large companies, SMMEs and entrepreneurs, representing a wide range of sectors – including in ICT; water and sanitation; energy; agriculture and food security; automotive, defence and security, mining, space science and technology; as well as human and animal health.

Following the successful launch of the first IB event, the Technology Innovation Agency, on behalf of the DST is planning to host the 2nd Innovation Bridge Technology Showcase and Matchmaking event scheduled to take place from 6 to 7 February 2016.

1.1 The main objectives of the 2nd IB event include, to;

- Create a platform for researchers, innovators, technology developers and entrepreneurs to present their offerings,
- Create an opportunity for researchers, innovators, technology developers and entrepreneurs to meet potential technology development and manufacturing partners, funders and investors,
- Create a platform for networking between stakeholders, including techno-entrepreneurs, innovators, researchers, technology developers, policy makers, government officials and manufacturers,
- Create a platform for government and industry to be exposed to potential technology solutions and to review their problems with researchers, innovators and technology developers with the hope of sourcing potential solutions,
- Act as a source of market information and business intelligence to strengthen government and private sector partnerships and initiatives, and
- Allow industry to share market industry and technology trends and future needs.

2. OBJECTIVES FOR THIS WORK

- The primary objective is to appoint a service provider to render a seamless, well-coordinated and managed event (plenary, market pitches, side sessions, panel discussions, business to business sessions, workshops etc.) including exhibitions and the service leading up, during and post the hosting of the 2nd IB event.
- Ensure successful execution of the deliverables and sub-deliverables including subcontracted activities as per the approved project plan.
- Market the 2nd IB event as well as support TIA and develop a partnership programme in support of event (sponsorships / fundraising).
- The Service Provider will be solely responsible for the management of all the activities leading to the smooth and successful hosting the 2nd IB technology showcasing and matchmaking event.

3. SCOPE OF WORK

The successful Service Provider is expected to perform the functions as listed below which are discussed in Section 4 of this document in detail. All the items listed below are non-exhaustive requirements to deliver on IB event.

- I. IB Project Plan and Execution.
- II. Venue securing and Management thereof
- III. IB Event Planning and Implementation Secretariat support.
- IV. Revamp the IB event website and mobile applications.
- V. Supply, manage and install audio, video, IT and Wi-Fi infrastructure to support the IB event.
- VI. Develop and distribute IB event promotional material and marketing.
- VII. Manage digital and written documentation for the conference.
- VIII. Event Communication, Media, Publicity Plan and Execution.
- IX. Coordination and liaison.
- X. IB Registration process and Information Management.
- XI. Exhibition Coordination and Management including managing the setup of all session rooms and Exhibition Halls.
- XII. Planning and implementation of a Hospitality Programme.
- XIII. Security Liaison and Management.
- XIV. Partnership and Sponsorship Management.
- XV. Management of logistics including Travel, Transport, Catering Services and entertainment
- XVI. Post Innovation Bridge event Evaluation and Wrap-up.
- XVII. Record Keeping, Document Control and Management.

The Service Provider is also expected to put all measures as would be expected from an event coordinator and manager for the successful execution of IB event within the scale and size of an event of this magnitude.

- I. Overall Management of IB event (i.e. planning and management, logistics, coordination, and management of the hosting);

- II. Marketing (Website, Press releases (pre, during and post the event), marketing material, on site coverage, daily newsletters).
- III. Exhibition Management (i.e. planning, logistics and coordination of set up space and management);
- IV. Actively solicit and manage sponsorship and partnerships for the event Onsite Services Management;
- V. Facilitate the registration process;
- VI. Management of Catering Services;
- VII. Negotiation of provisional / preliminary accommodation arrangements and rates with hotels, travel and transport, etc.;
- VIII. Social functions management? (E.g. Dinner/Cocktail Function)
- IX. Complete overall Event Service reconciliatory report.

In execution of the services, the Service Provider may at any given time, be required to liaise with the following key parties:

- a) Technology Innovation Agency (TIA);
- b) National Intellectual Property Management office (NIPMO);
- c) Higher Education Institutions' and Science council's Offices of Technology Transfer (OTTs);
- d) All service providers on any subcontracted services; and
- e) All potential and confirmed conference participants and exhibitors.

The responsibility for inclusion of all the items and services required to deliver the complete event lies with the service provider. The service provider should submit a proposal with detailed project plan that is supported by a technical, methodological and financial plan.

4. INNOVATION BRIDGE DELIVERABLES

IB Project Plan and Execution

- The successful Service Provider is expected to submit a Project Charter i.e. (Project overview, objectives and expected outcomes, proposed solutions, project team members, stakeholders with clearly defined roles and responsibilities) and a detailed

Project Plan (a full project plan write-up) highlighting, among other things, the scope, quality criteria, typical constraints, risks and contingencies, dependencies, clear timelines, payment schedule, and milestone deliverables on IB event for approval TIA and implementing partners.

- Once the successful service provider has been appointed, a service level agreement will be entered into.
- The inception meeting will be convened within a week after the signing of the Service Level Agreement. The final or revised plan should be submitted to TIA within 2 weeks after the inception meeting.
- Performance of the Service provider will be assessed on execution against this project Charter. Achievement of milestones with acceptable quality of service will underpin progress reports back to TIA.

5. VENUE SECURING AND MANAGEMENT

- Source an appropriate Conference venue, in Gauteng with capacity to accommodate about 1200 delegates, 100 exhibition stands of 3x3m each for a period of two days.

6. IB EVENT PLANNING AND IMPLEMENTATION SECRETARIAT SUPPORT

- Setting up an appropriately-staffed IB Secretariat from the time of appointment until the conclusion of the conference to render secretariat services during all engagements on IB and to provide minutes to be submitted for sign off by the Chairs of the respective meetings. All engagements outside those involving TIA are to be reported to TIA prior to being undertaken.
- During the IB event the service provider will set up an Operations Centre at the venue and ensure that it has the required workstations, computers, laptops, printers, photocopiers, facsimiles, scanners, and telephones with international lines, internet connectivity, standard office supplies and other conference organisation enablers.
- The service provider should also provide for the establishment of a Joint Operations Centre (JOC) that will be utilized by emergency and security services and a Holding Room for dignitaries.

- The IB Secretariat shall be manned and fully equipped to carry out or facilitate all applicable identified activities as listed in this Section 4.

7. IB EVENT WEBSITE AND MOBILE APPLICATION

- Re-design and maintain IB website (www.innovationbridge.org.za) and content should be uploaded within 20 working days after signature of the contract on approval by TIA
- The website must be fully operational within 10 working days following final design and content approval by TIA.
- Management and maintenance (with secure backup capabilities) of IB website including uploading of current and new information on a daily basis as required
- Transfer of conference website and all required data onto DST websites for archival purposes at the conclusion of the IB event.
- Create an online business and meeting matchmaking application on the website to allow scheduling of one on one meeting amongst IB participants and business to business sessions.
- Development of mobile application for quick updates and developments around the event.

8. DEVELOPMENT OF IB EVENT PROMOTIONAL MATERIAL AND MARKETING

- Development, layout, design and production of IB promotional material, based on 1000 delegates. These include;

Item	Quantity
Invitations and programmes both hard copies and electronic (electronic versions loaded to the event website),	1 electronic version 120 hard copies
Summary of technologies to be exhibited and exhibiting organisations both in print and electronic version on the websites,	Approximately 120 profiles
Speakers' profile	Approximately 50 profiles
Laminated certificates (for presentations of awards, to be done onsite),	Approximately 80 certificates

Accreditation cards / Coupons for entry to designated official IB events,	Approximately <ul style="list-style-type: none"> • 1200 cards • Meal vouchers • 120 VIP accreditation • VVIP accreditation cards
Special events (e.g. gala dinners) and meal invitation cards for VIPs,	Approximately 150 Electronic VIP invitations
Sponsorship and exhibition prospectus	
Venue guide (Floor plan for all floors of venue),	Print and Electronic version
Guide maps to the conference venue, and	Electronic and Print version
Banners with IB Logo, the DST and implementing partners	Print and Electronic version

- Facilitate and manage all marketing and event promotional materials accordingly in consultation with TIA's communications units (i.e. disseminating IB event information, dispatching, dispatching IB event brochures and other promotional material and invitations nationally and internationally).
- In consultation with the TIA communication unit, market the IB event widely across media/ broadcast platforms and other print materials (e.g. posters, flyers and any other material).
- Packaging of speakers and delegate kits and distribution at the event.
- Preparation of "Welcome Package" containing practical information for participants including official programme, services, plans, cultural activities, guide maps of the city and venue, phone numbers for essential services, etc.

9. MANAGE THE INSTALLATION OF AUDIO, VIDEO, IT AND WI-FI INFRASTRUCTURE

- Hiring/sourcing and organising audio, video and other equipment required for all conference rooms used, plenary halls, and exhibitions halls;
- Ensure Wi-Fi connection throughout the events with speed performance higher than 54 Mbps. This will include liaison and coordination with the venue management to ensure adequate safe IT infrastructure set up with uninterrupted internet connectivity and fully secured Wi-Fi access throughout the venue; and
- Setting up 3 work-stations fitted with computers (with MS Office Package); a printer; internet access for the delegates and associated supplies.

10. MANAGE DIGITAL AND WRITTEN DOCUMENTATION FOR THE CONFERENCE

- Uploading of the summary proceedings of all sessions, all Power Point Presentations, and all IB event photographs from each day of the IB event on the IB website;
- Ensure photography and Audio-visual coverage (recording) of event sessions and key events/announcements of the exhibition.
- Ensure the provision of support staff for each conference session to summarise key messages and notes in a format that can be used to develop a final report for the IB event (Provision of transcription and report writing services)
- Where necessary, outsource additional manpower requirements to support all the sessions and the IB event as a whole.
- Do an overall photography, filming and interviewing during the event and use this to produce a promotional video of the IB event

11. COMMUNICATION, MEDIA, PUBLICITY PLAN AND EXECUTION

- Coordinate and Manage publicity in consultation and approval by TIA on all announcements, press conferences and briefings during conference, media, website, advertising and media monitoring leading up to the conference, In implement the public relations and media management, including liaison with Regional, National and International Media for coverage.
- Produce/print and oversee press releases in conjunction with TIA,
- Advertise/publicise the event in print and electronic media including professional business promotion platforms,
- Preparation of a media plan for the promotion of 2nd Innovation Bridge 2017 in consultation with TIA

12. COORDINATION AND LIAISON

- Coordinate with venue management, TIA and DST for venue layout and arrangements;
- Support to speakers and VIPs with their onsite requirements;
- Liaison with all IB event subcontractors including caterers, audio visual, cleaning services etc., on an on-going basis to ensure smooth running of all aspects of conference and exhibition; and
- Liaise with venue management on key aspects (e.g. Private security, Emergency Medical Services and First Aid Team) and any other service depending on an external provider or municipality) on a regular basis including every fortnight for the last four months towards the hosting of the IB event.
- The service provider will be liable for the management of relevant subcontractors for the purposes of the IB event

13.IB REGISTRATION PROCESS AND INFORMATION MANAGEMENT

- Manage participants' online and on-the-day registration, confirmation and correspondence with participants. The Service Provider will be expected to report back on the status of registration on a regular basis starting from the day when the online registration is activated;
- Setting up of the reception, information desk, registration desk, business centre, and travel desk to cater for both exhibition and the main conference participants;
- Coordination of all logistics for official functions and meetings (setting up of stage, podium, decorations, media coverage, supervision of manpower, distribution of mementos and/or certificates etc. for exhibition and other sessions; and
- Where necessary, outsource additional manpower requirements such as venue management hostesses and ushers in consultation and approval by TIA.

14.MANAGE THE SETUP OF ALL SESSION ROOMS AND EXHIBITION HALLS

- Conference rooms set-ups: classroom style seating with sufficient space to accommodate for people with disability e.g. wheelchair users between rows (1.5 meters), accessible stage with lectern, all standard audio-visual equipment, speakers ready rooms.
- Location of signage and banners.
- Conference hall and other meeting halls arrangements with suitable audio-visual technology, including:
 - Microphone on stage,
 - Portable/mobile microphones,
 - Large projection screen at front of hall,
 - Projector,
 - DVD, CD & Video player (suitable for all international formats)

15. PRODUCTION OF A HOSPITALITY PROGRAMME

- Establishment of hospitality programme for the IB event and the Exhibition including welcome services at the venue and the hotels.
- Providing guidance and extending courtesy to delegates, participants and high dignitaries at the IB event and exhibition venues.
- Identify and list best rates for accommodation, and provide links to available accommodation for about delegates across various star/budget categories of hotels/service apartments with breakfast.
- The details of accommodation available must be reflected on the Conference website with links provided of the respective hotels/guest houses/ service apartments.

16. SECURITY LIAISON AND MANAGEMENT

- The Service provider is expected to interface with TIA, Venue Management, relevant government Security structures during preplanning immediately after appointment. Such engagement will include face-to-face briefings frequently (or as convened by TIA) leading up to the hosting of the conference;
- Liaise with key stakeholders from all the security structures on the management of security measures for the IB event
- Facilitate the list of delegates for accreditation purposes;
- Liaise with the TIA, South African Police Services (SAPS) for protection services and State Security Agency (SSA) for technical security issues and accreditation including for political, other dignitaries/VIPs/VVIPs and any other high profile delegates;
- Facilitate the appointment of supplementary private security to be cleared / vetted by the SSA through approval by TIA; and
- The service provider will submit the details of the appointed private security to the TIA for vetting. The private security will provide the services of patrolling and escorting, marshals and work together with access control team.

17. POST INNOVATION BRIDGE EVENT EVALUATION AND WRAP-UP

Undertaking post conference evaluation survey to obtain feedback from all the following on the IB event to obtain their perspectives:

- Stakeholders
- Sponsors
- Presenters
- Delegates
- Exhibitors

18. EXHIBITION COORDINATION AND MANAGEMENT

- Manage exhibition design, layout for all the halls in line with the venue management requirements and TIA;
- Designing and production of an exhibition layout
- Preparation of floor layout plan, construction of exhibition booths/stalls for all registered exhibitors in various sizes of shells/booths/stalls
- Ensure the process of dismantling to the satisfaction and requirements of the venue Management
- Internet provision and power requirements (with backup) for exhibitors and also to the needs of exhibitors during exhibitor's registration, on the day of exhibition and preparation thereof
- Processing of exhibitors' allocation of space and response to queries
- Development, management, and maintenance of updated data base of potential and confirmed exhibitors while also providing monthly progress report on the status of exhibitors;
- Coordinating equipment hire required for exhibitors; and
- Managing the registration/booking process and requirements of all exhibitors.
- Manage the travel and accommodation logistics for all nominated exhibitors to the conference.

19. PARTNERSHIP AND SPONSORSHIP MANAGEMENT

- Campaigning for, sourcing, and managing sponsorships and partners for the IB event including but not limited to; funds, gala dinners, session support, business to business sessions, social events, gift bags etc.
- Identification and designing sponsorship opportunities as well as approaching potential sponsors by way of direct mail, personal contact and telephone follow ups.
- Fundraising from sponsors/partners: All funds and sponsorships raised must be declared, once secured, to TIA in the form of an official letter from each donor/sponsor (i.e. Expression of Interest to Sponsor). Fiscal contributions must be deposited into an account nominated and specified by TIA.
- Non-financial sponsorships (in kind contribution): All sponsorships must be declared in writing in the form of an official letter signed by the sponsor, alongside a report indicating the use of the sponsorship within TIA.

20. MANAGEMENT OF CATERING SERVICES AND ENTERTAINMENT

- Arrange and manage themed opening gala dinner with cultural programme and entertainment.
- Arrange refreshment stations (tea, coffee, water).
- Liaise with on-site restaurants to ensure that sufficient catering will be available for delegates.
- Manage catering for Exhibitors, plenary speakers, VIP and VVIPs: These delegates must receive complimentary meal vouchers that can be redeemed at on-site catering stations/restaurant

21. TRAVEL AND TRANSPORT

- Establish airport assistance desk;
- Arrange shuttle buses and timetables between hotels, venues and hotels;
- Facilitate the escorting of VIP/delegates from the airport and other errands as required.

22. RECORD KEEPING, DOCUMENT CONTROL AND MANAGEMENT

- The Service Provider is expected to keep all the records related to any aspect of the organisation and hosting of the IB event in addition to the regular spending reports.
- All records will be kept in accordance with the required standards including document control and management.
- TIA will have the rights of any information, all records and deliverables generated for the purposes of this IB event and no any future use by the service provide without approval in writing by TIA and as a result the service provider should hand over all at the end of the conference including availing all the records for audit purposes.
- Monthly or Bimonthly meetings to be held between TIA and the Service Provider to inspect record keeping, document control and management.
- No records (minutes, letters or any correspondence of the conference) will be destroyed prior and after the hosting of the conference in line with the time allowed in the relevant prescripts/law of the country.

23. TIMEFRAMES

- It is envisaged that this project will run for a period of 8-12 months from date of appointment, with the foreseen work commencing two weeks after appointment. The planned date for the IB event is **6&7 February 2017**. The duration of the project is largely dependent on satisfactory completion of all deliverables listed in the Scope of Works of this request for proposal by the appointed Service Provider. The project

completion period will be for a period of one (1) month after the IB event (for completion of the close out report and audit finalisation)

24. EVALUATION METHODOLOGY

24.1 PROJECT PLAN

- Project plan with inputs, intermediate and final outputs and identified time frames and milestones on all deliverables.
- Proposed Methodology.
- Overall approach to management of the project with associated risks to the project and the mitigation plan.

24.2 COST

- The Service Provider will be requested to provide a quote regarding the work to be undertaken for this project
- The total cost must be VAT inclusive and should be quoted in South African currency
(Use the template provided on page 28)

24.3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- Provisions of the Preferential Procurement Policy Framework Act (PPPFA 2011 and its regulation will apply in terms of awarding points.
- Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

Table 1: The table below depicts the B-BBEE status level of contribution

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant	0

24.4 COMPANY EXPERIENCE

The Service Provider organization should at least have 5 years of experience in the professional execution of conferences and events. Past experience in organizing Conferences in the science and technology space will be an added advantage. The service provider should provide proof of previous events with more than 1000

participants. This is to be supported by proof from three (3) contactable referees indicating that similar projects were executed.

24.5 TEAM LEADER AND TEAM MEMBERS' EXPERIENCE

- Team Leader must have at least five (5) years of experience and individual team members must have at least three (3) years' experience in Event Management.
- CVs of the team leader and team members must be attached to the technical proposal as evidence.

24.6 QUALIFICATION

- Team leader and team members must possess a minimum of a bachelor's degree or National Diploma or its equivalent in the relevant discipline (e.g. Communications, Event Management, Public Relations, Marketing, and Media Relations).
- Certified copies of qualifications need to be attached as proof.

25. EVALUATION CRITERIA

Prospective bidders must note the criteria to be applied in deciding on the successful bid as follows: Bids will be evaluated on **90/10 preference point system** as outlined in the PPPFA of 2011.

The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

FUNCTIONALITY EVALUATION					
Rating	1 = Poor	2 = Average	3 = Good	4 = Very good	5 = Excellent
CRITERIA					WEIGHTS
1. COMPANY EXPERIENCE					35
1	2	3	4	5	
Zero experience within the event management and coordination	Three years of event management and coordination	5 years' experience on event management and coordination	In addition to 3 supported by 2 reference as a proof of conducting similar nature of more than 1000 participants, in the NSI Space	In addition to four, supported by 3 references as a proof of conducting similar nature of more than 1000 participants, in the NSI space	
2. APPROACH TO PROJECT PLAN (A & B)					35
<i>A. THE PROJECT PLAN APPROACH</i>					20
1	2	3	4	5	
Project plan provided, with no clear milestones and deliverables	A project plan with clear Milestones and deliverables	A well-defined step by step project plan with defined milestones and deliverables. The plans clearly indicates the dependencies of each project milestones on each project phase	In addition to 3, the project plan approach indicates possible risks associated with the plan	In addition to 4, the plan suggest innovative approaches and mitigation plan associated with the risks identified	
<i>B. PROJECT DELIVERABLES AND COSTING</i>					15
1	2	3	4	5	
No cost breakdown as per project plan and milestones	Cost in the project plan do not link to task and deliverables	Clear cost breakdown as per the project plan with cost items associated with tasks and deliverables	In addition to 3, there are areas as risks and cost cutting measures for the overall project	In addition to 4, there is a mitigation plan against the cost risks associated the project plan	
3. TEAM LEADER AND TEAM MEMERS EXOERIENCE AND QUALIFICATIONS (A & B)					30
<i>A. TEAM LEADER QULIFICATIONS AND EXPERIENCE</i>					
1	2	3	4	5	20

Team leader has relevant minimum qualifications and Zero years' experience within event and coordination management. The CV of the team leader is attached as a proof	Team leader has relevant minimum qualifications and more than 3 years' experience within the event and coordination management. The CV of the team leader is attached as a proof	Team leader has relevant minimum qualifications and more than 5 years' experience within the event and coordination management. The CV of the team leader is attached as a proof	Team leader has relevant minimum qualifications and more than 7 years' experience within the event and coordination management. The CV of the team leader is attached as a proof	Team leader has relevant minimum qualifications and more than 10 years' experience within the event and coordination management. The CV of the team leader is attached as a proof	
B. TEAM MEMBERS QUALIFICATIONS AND EXPERIENCE					10
1	2	3	4	5	
Team members have relevant minimum qualifications and have Zero years' experience within the event and coordination management. The CVs of the members are attached as a proof	Team members have relevant minimum qualifications and have 1 years' experience within the event and coordination management. The CVs of the members are attached as a proof	Team members have relevant minimum qualifications and have 2-3 years' experience within the event and coordination management. The CVs of the members are attached as a proof	Team members have relevant minimum qualifications and have 4-5 years' experience within the event and coordination management. The CVs of the members are attached as a proof	Team members have relevant minimum qualifications and have 6 years' experience within the event and coordination management. The CVs of the members are attached as a proof	
Total Weighted Score / Maximum possible score					100
Minimum qualifying score					70%

Phase 2: Evaluation of the bidding price and B-BBEE credentials

Price	90
B-BBEE compliance	10

Note: The successful Service Provider may be required to present their Project Execution Plan to TIA.

26. MANDATORY REQUIREMENTS

(Failure to submit these documents will invalidate a bid.)

- Compulsory Briefing session will be held on 6 May 2016, at TIA Offices at 14:h00.
- Bidders are requested to submit three (3) copies: 1 original plus colour copy of both the proposal and all bid documents. The following bid documents must be submitted together with the proposal:
 - Valid original tax clearance certificate.
 - Completed and signed SBD 4, SBD 6.1, SBD 8 and SBD 9.
- The service provider must be on the National Treasury's Central Supplier Database (CSD) and needs to provide the unique registration number together with the supplier number (MAAA number) as proof. To register log on: www.csd.gov.za and if you are experiencing any difficulties please call their call centre at **012 406 9222**.

27. ENQUIRIES

All general bid enquiries to be directed to:

Contact: Mandisa Pitso

Email: mandisa.pitso@tia.org.za

28. CONTRACT AND OTHER REQUIREMENTS FROM THE WINNING SUPPLIER

- TIA and the appointed service provider will enter into a Contract.
- Regular meetings will be held between the service provider and TIA throughout the duration of the project.
- The payment plan will be negotiated and agreed to between TIA and the service provider. The final payment however, will be made after the completion of the project and acceptance of the final report by TIA.
- The service provider will be solely responsible for all administrative issues related to the project.
- All trademark, design and copyright rests with TIA and TIA will decide on the use of such information, if necessary.
- The successful service provider will be expected to conduct a briefing session with TIA and other implementing partners prior to the work being conducted and, unless otherwise agreed, the whole team of the appointed service provider will be required to be present at the briefing session.
- The service provider will be responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget.
- The service provider will work in close collaboration TIA through its appointed representatives so as to ensure that the objectives of TIA are accommodated by this project.

29. PROPRIETARY RIGHTS

- The proprietary rights with regard to copyrights, patents and any other similar rights that may result from the service provider carrying out the assignment shall belong to TIA.
- The final product of all work done shall, on completion of the brief of the assignment, be delivered to TIA.
- The service provider shall agree that all rights, to be acknowledged, understood and adhered to by the service provider on acceptance of the bid by TIA including, without limitation, all intellectual proprietary rights in and to any material or information including all computer programmes, e-data and documentation related to the project, belong to TIA.
- TIA will have unrestricted access to all material, data and information.

NB: Please note that TIA reserves the right not to accept the lowest quote or not to proceed with this project. All costs that the service provider may incur due to the preparation of the bid and project plan for TIA shall be the sole responsibility of the service provider.

30. COSTING PROPOSAL TEMPLATE (THIS MUST BE IN A SEPARATE ENVELOPE)

SERVICES	PRICE IN RANDS
Venue Securing and Management	
IB Event Planning and Implementation Secretariat support	
IB event website and mobile application	
Development of IB event promotional material and marketing	
Manage the Installation of audio, video, IT and Wi-Fi infrastructure	
Manage digital and written documentation for the conference	
Communication, Media, Publicity Plan and Execution	
Coordination and liaison	
INNOVATION BRIDGE (IB) Registration process and Information Management	
Manage the setup of all session rooms and Exhibition Halls	
Production of a Hospitality Programme	
Security Liaison and Management	
Post Innovation Bridge Event Evaluation and wrap-	
Exhibition Coordination and Management	
Partnership and Sponsorship Management	
Management of Catering Services and Entertainment	
Travel and transport arrangements	
TOTAL COST (INCLUSIVE OF VAT)	

31. STANDARD BIDDING DOCUMENTS

SBD 4

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

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

.....

2.4 Company Registration Number:

2.5 Tax Reference Number :

2.6

2.7 VAT Registration Number:

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

¹“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:.....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

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

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

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

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

YES / NO

2.8.1 If so, furnish particulars:

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

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

YES / NO

2.9.1If so, furnish particulars.

.....
.....

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

YES/NO

2.10.1 If so, furnish particulars.

.....
.....

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

YES/NO

2.11.1 If so, furnish particulars:

.....
.....

3 Full details of directors / trustees / members / shareholders.

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

4 DECLARATION

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

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

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

.....

Signature

.....

Date

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1 PRICE

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser 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 purchaser.

2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained 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;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is

binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid

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;

2.12 **“non-firm prices”** means all prices other than “firm” prices;

2.13 **“person”** includes a juristic person;

2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, 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;

2.16 **“total revenue”** bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007;

2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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?
.....

(iv) whether the sub-co contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:

9.2 VAT registration number:

9.3 Company registration number

.....:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[Tick applicable box]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

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

[Tick applicable box]

9.7 Total number of years the company/firm has been in business?

.....

9.8 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 B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, 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 form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

SBD 8

2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

(a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

(b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

—
(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (c) prices;
 - (d) geographical area where product or service will be rendered (market allocation)
 - (e) methods, factors or formulas used to calculate prices;
 - (f) the intention or decision to submit or not to submit, a bid;

- (g) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (h) bidding with the intention not to win the bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder