

SBD1

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	Q9830/2023	CLOSING DATE:	13 October 2023	CLOSING TIME:	11:00
DESCRIPTION	The South African National Biodiversity Institute (SANBI) requires service providers to provide Special Events Security and Health and Safety Services for the Kirstenbosch Concerts				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. Mogapi at c.mogapi@sanbi.org.za Please state the Bid number as the reference number on the subject line when responding.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Cynthia Mogapi		CONTACT PERSON	Sarah Stry	
TELEPHONE NUMBER	012 339 2713		TELEPHONE NUMBER	021 799 8775	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	c.mogapi@sanbi.org.za		E-MAIL ADDRESS	S.Stry@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED to QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

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

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- 2.3 Does the bidder or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, or prices, including methods, factors, or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution about this procurement process before and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems apply to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$		

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For this tender, the tenderer will be allocated points based on the goals stated in Table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination based on race 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
Categories of persons historically disadvantaged by unfair discrimination based on gender 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	

DECLARATION ABOUT COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are by the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages that it has suffered as a result of having to make less favorable arrangements due to such cancellation;

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

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

REQUEST FOR QUOTATIONS

Terms of Reference:

Special Events Security and Health & Safety Services for the Kirstenbosch Concerts

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Special Events Security and Health and Safety Service Provider for the Kirstenbosch Summer Sunset Concerts and a New Year's Eve Concert that will take place from November 2023 to 1 January 2024.

The service that is required includes

- Providing a Special Events Security team with the Manager
- Providing a Health & Safety Officer
- Providing crowd control
- Providing security for the Kirstenbosch car parks and associated road parking
- Providing a medics service for all the concerts

The concert lawn is 7000m² in size and can seat up to 6000 spectators. Ticket sales are limited to 5500.

2. SCOPE OF WORK AND MAIN DELIVERABLES

The Service Provider will be required to undertake the following tasks:

- a) Develop a **Crowd Control Security Plan** for the Kirstenbosch Summer Sunset Concerts and New Year's Eve Concert, in collaboration with the Kirstenbosch events team and Kirstenbosch security. This plan is to be submitted to the City of Cape Town's Event Office.
- b) Develop a **Medical Plan** for the Kirstenbosch Summer Sunset Concerts and New Year's Eve Concert, in collaboration with the Kirstenbosch events team and Kirstenbosch security. This plan is to be submitted to the City of Cape Town's Event Office.
- c) **Be available for meetings** with the City of Cape Town's Events Office, Disaster Management, SAPS, etc. to discuss the Kirstenbosch events when required.

- d) Assign a **Special Events Security Manager** (registered with PSiRA) to each event. This should ideally be the same person at all concerts during one season.

The responsibilities of the Special Events Security Manager are:

- To oversee the team of Special Events Security Officers
- To ensure that all personnel are punctual
- To handle problems that may arise
- To liaise with Kirstenbosch's Event Management team (Event Manager, Duty Manager, Head of Security) on behalf of the Special Events Security team.

- e) Provide **Special Events Security Officers**, registered with PSiRA (with the events module), who have undergone all necessary training, as required by law.

The Special Events Security Officers will have the following responsibilities:

- Entry to the concert lawn venue
 - Control access to the concert area
 - Control access into the Service Gate
 - Control access to the stage and backstage area
 - Patrol the concert area perimeters
 - Respond to problems or emergencies and alert the necessary personnel for assistance (e.g. paramedics).
 -
- Services on the concert lawn
 - Ensure that the lawn space is used efficiently
 - Answer questions from the public, e.g. directions to toilets
 - Stop concertgoers from smoking in the concert area
 - Respond to any form of inappropriate behaviour and alert the necessary personnel for assistance where needed
 - Ensure that all high chairs are moved to the perimeter of the lawn.

- f) Provide **Parking Marshals** with PSiRA registration for the Kirstenbosch parking areas (Visitor Centre, Garden Centre, and Rycroft Gate) and along the road in front of Kirstenbosch NBG for the following functions:

- Ensure that cars are parked correctly, particularly along the road in front of Kirstenbosch NBG
- Ensure that concertgoers are safe from the moment they arrive at the concert venue until they leave
- Ensure that cars are safe.

- g) Provide a **Health & Safety Officer** for each concert. The Health & Safety Officer must have five years' experience, hold a SAMTRAC certificate or a National Diploma in Occupation Health and Safety, and will have the following responsibilities:
- Liaise with Kirstenbosch events team, Kirstenbosch's contractors, and the local health & safety authorities and their inspectors
 - Check safety method statements and risk assessments
 - Prepare and monitor site safety rules
 - Check certificates in respect of structures, electrical supplies, etc.
 - Communicate safety information to contractors on-site
 - Monitor and coordinate safety performances
 - Coordinate safety in response to an incident
 - Be available to workers at the beginning of the build-up of the event through to the final breakdown.
- h) Provide a **Paramedic Service** for each concert with all the appropriately qualified personnel, medical vehicles, and equipment required for concerts of this size and nature, as per official event regulations. Kirstenbosch NBG insists on having an ambulance on the premises during each concert.

3. STAFF NUMBERS AND TIME FRAMES

3.1. Kirstenbosch Summer Sunset Concerts

Six (6) Summer Sunset Concerts will take place during this period, on the following dates:

- 19 and 20 November
- 3, 10 and 23 December
- 1 January 2024

These concerts take place from 17h30 until 19h00. The crowd enters the concert area from 16h00.

Kirstenbosch will require the following personnel and equipment at the concerts:

- 1 appropriately qualified Health & Safety Officer (2 in cases of medium-risk events)
- 1 uniformed Special Event Security Manager
- Uniformed Special Event Security Officers (PSiRA qualified with

- events module) for up to 6000 spectators
- 8 appropriately qualified parking marshals for parking areas (PSiRA registered)
- Radios for all parking marshals
- 1 supervisor for the parking marshals with 1 vehicle to patrol the parking area and road and supervise the team
- Qualified medics as per the law for up to 6000 spectators
- 1 fully equipped ambulance

The Special Event Security Officers who control access into the concert venue, the Special Event Security Manager, and the Health and safety officer will be required from 12h00 until the concertgoers have left the premises (approximately 21h00).

Parking marshals and supervisors are required from 14h30 until all concertgoers have left (approximately 20h30).

Security working inside the concert area is required from 16h00 until all concertgoers have left (approximately 20h30).

The Paramedic Service will be required from 15h00 until 20h30.

3.2. New Year's Eve Concert

Kirstenbosch will require the following crowd control personnel and equipment for each New Year's Eve concert:

Build-up day:

From 30 December at 20h00 until 31 December at 12h00:

- 2 uniformed Security Officers (to watch equipment that is set up on stage).

Event day:

From 31 December at 15h00 until 1 January at 02h00:

- 1 appropriately qualified Health and Safety Officer (2 for medium-risk events)
- 1 uniformed Special Event Security Manager
- Uniformed Special Event Security Officers (including PSiRA

qualified with events module)

- 8 two-way radios
- 8 appropriately qualified parking marshals
- 1 supervisor for the parking marshals with 1 vehicle to patrol the streets and supervise the team

The Paramedic Service will be required from 15h00 until 02h00.

Breakdown day:

1 January from 02h00 until 11h00:

- 2 uniformed Security Officers (to watch equipment that is set up on stage).

4. MANAGEMENT AND REPORTING

Overall accountability is to the Event Manager of Kirstenbosch, who will be responsible for the Service Provider in terms of delivery of the agreed work plan and outputs.

5. COMPETENCIES

To fulfill this role, the Service Provider requires the following skills and competencies:

- Past experience in providing crowd control security for events of at least 6000 people.
- Past experience in providing Paramedic services for events of up to 6000 people.
- The ability to provide the required services on all the dates stipulated in points 2 and 3.
- The ability to provide all the staff with the required qualifications, as stipulated in point 2.

6. REQUIREMENTS FOR PROPOSAL

Service Providers interested in contributing to this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs.

The proposal must include the following:

6.1. A response to the Terms of Reference

- Details of prospective Service Provider, including relevant experience and track record.
- A description of the prospective Service Provider's approach to and interpretation of the scope of work and deliverables.
- Contact details of at least three current or recent clients.

6.2. Price

- Please complete the price schedule in Annexure A. The bid cannot be considered if Annexure A has not been completed.
- The City of Cape Town and SAPS still have to determine the risk profile of each concert. Bidders are therefore requested to quote on a low-risk and medium-risk scenario.
- All quoted prices must include VAT.

6.3. Other supporting documents

- Completed Standard Bidding Documents (SBD forms).
- Proof of registration on the Central Suppliers Database (CSD).
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- Proof of Public Liability insurance.

7. EVALUATION CRITERIA

According to the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages.

The first stage will evaluate functionality according to the criteria listed in the table below: Those proposals passing the functionality threshold below will go into the second stage of evaluation namely that of price and specific goals.

Stage one evaluation: The table below indicates the criteria for phase one (functionality) evaluation.

7.1. The first stage will evaluate functionality according to the criteria listed in the table below:

CRITERIA FOR EVALUATING FUNCTIONALITY	WEIGHT
Past Experience: this refers to the experience of the Bidder to undertake the scope of work involved in this required service.	40
a. Provide details of previously undertaken work related to Crowd Control Security at Special Events by your current company, including the scope and scale of events where this work was performed.	(15)
b. Provide details of previously undertaken work related to Paramedic Services at Special Events	(10)
c. Provide contact details with cellphone numbers of at least three current or recent Special Events clients.	(15)

Team Capacity: The Bidder should demonstrate the capacity of his/her team to carry out the work required in this Tender. d. Provide a CV of the Special Events Security Manager(s) who will work on-site. (10) e. Provide a CV of the Health & Safety Officer. (10) f. Give an overview of the skills, experience, qualifications, and training received by all other security personnel who will be working on-site. (10) g. Please describe the roles and training of all paramedic personnel who will be on-site. Valid proof of registration with HPCSA is required for each medic. (10)	40
Understanding of the requirements: h. Demonstrate an understanding of the requirements for this service. (15)	15
Technical merit of the proposal: i. Completeness/level of detail provided; organization of proposal and/or presentation of the proposal. (5)	5
TOTAL	100

Bids that fail to score a minimum of 70 out of 100 points for functionality will not proceed to the second stage of evaluation and thus not be eligible for further consideration.

Stage 2

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. By the Preferential Procurement Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded based on the bidder's specific goals as indicated in the table below.

Sufficient information must be provided to allow the evaluation panel to score bids against

all these criteria. Failure to do so may result in the disqualification.

GOALS

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination based on race Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal - 100% black ownership = 10 points	(10)	
Categories of persons historically disadvantaged by unfair discrimination based on gender. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal - 100% female ownership = 10 points	(10)	

8. CONTRACTUAL ARRANGEMENTS

A contract will be drawn up between SANBI and the service provider. Invoices will be paid according to the agreed schedule of payment milestones appended to the contract.

9. PROPOSAL SUBMISSIONS

Closing for submission of proposals: **13/10/2023**

Submission of proposals: proposals should be emailed to c.mogapi@sanbi.org.za with a copy to S.SCM-Quotations@sanbi.org.za

Queries relating to these Terms of Reference must be directed to Sarah Struys at s.struys@sanbi.org.za, 021 799 8775.

Procurement is through the SANBI processes and the quotation number for this call is **Q9830/2023**

Annexure A: Price Schedule per concert

1. Kirstenbosch Summer Sunset Concerts (afternoon concerts)

General requirements for concert	Price including VAT
1 Special Event Security Supervisor (minimum Grade B)	R
1 Health and Safety Officer	R
1 Parking Supervisor to patrol in a vehicle (Minimum Grade B)	R
7 Parking Stewards (PSiRA registered, minimum Grade D)	R
Overheads (must include vehicle to patrol parking areas, and radios for Parking Stewards)	R
1 Advanced Life Support (ALS) Medic	R
1 Intermediate Life Support (ILS) Medic	R
3 Basic Life Support (BLS) Medics	R
Overheads, including an ambulance	R
Price per concert excluding Special Event Security Officers	R
Special Event Security Officers	Price including VAT
Concert with 5500 spectators and Low-Risk Grading: 55 Special Event Security officers (registered with PSiRA + special events module)	R
Concert with 5500 spectators and Medium Risk Grading: 110 Special Event Security officers (registered with PSiRA + special events module)	R

2. Kirstenbosch New Year's Eve Concert

General requirements for concert	Price including VAT
1 Special Event Security Supervisor (minimum Grade B)	R
1 Health and Safety Officer	R
1 Parking Supervisor to patrol in a vehicle (Minimum Grade B)	R
7 Parking Stewards (PSiRA registered, minimum Grade D)	R
Overheads (must include vehicle to patrol parking areas, and radios for Parking Stewards)	R
1 Advanced Life Support (ALS) Medic	R
1 Intermediate Life Support (ILS) Medic	R
4 Basic Life Support (BLS) Medics	R
Overheads, including an ambulance	R
Price per concert excluding Special Event Security Officers	R
Special Event Security Officers	Price including VAT
Concert with 5500 spectators and Low-Risk Grading: 55 Special Event Security officers (registered with PSiRA + special events module)	R
Concert with 5500 spectators and Medium Risk Grading: 110 Special Event Security officers (registered with PSiRA + special events module)	R

3. Summary / Total Price

TOTAL PRICE FOR ALL CONCERTS			
Event	Number	Total price at low-risk	Total price at medium risk
Afternoon concerts	6	R	R
New Year's Eve concert	1	R	R
TOTAL PRICE FOR ALL CONCERTS		R	R

Note: Extra personnel may be required if the need arises