



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS AND CULTURE**

**TERMS OF REFERENCE
(TOR)**

CONTRACT NUMBER: DSAC 2023/24-B1

Description: SERVICES OF AN EVENT MANAGEMENT COMPANY FOR ORGANIZING, MARKETING, MANAGING AND EXECUTION OF MAPUNGUBWE ARTS FESTIVAL FOR THE 2023/24, 2024/25 AND 2025/26 FINANCIAL YEARS

CONTRACT PERIOD: 3 YEARS (36 MONTHS)

1. DEFINITIONS AND TERMS

1.1 In these Terms of Reference, unless the context indicates otherwise, a word or expression to which a meaning has been ascribed in the Terms of Reference, has the same meaning, and

1.2 **“Contract”** means an agreement entered into between the successful bidder(s) and the Limpopo Department of Sport, Arts and Culture where the successful bidder(s) agreed to render event management services as specified in the Terms of Reference. Such a contract will include all appendices to the main document and must conform to the Terms of Reference.

1.3 **“Bidder/Bidding entity”** means person or persons, partnership, Successful bidder, or firm who herewith submits a bona fide bid for the provision of event management services to the Department of Sport, Arts and Culture.

1.4 **“Department”** means Limpopo Department of Sport, Arts and Culture.

1.5 **“Local artist”** means all artists born in Limpopo.

1.6 **“Visiting choir”** means choir outside of Limpopo Province.

1.7 **“Upcoming artists”** means artists who are still developing in creative industry within Limpopo Province.

1.5 Words in the singular shall also include words in the plural and vice versa and words denoting the male gender shall be interpreted as also referring to the female gender where the context permits.

2. INVITATION TO BID

2.1 An invitation is hereby made to suitably qualified service providers to submit proposals for the organizing, marketing, managing and execution of Mapungubwe Arts Festival.

3. DURATION OF CONTRACT

3.1 The contract period is 3 years (36 Months)

4. BACKGROUND AND INTRODUCTION

4.1 The purpose of the Mapungubwe Arts Festival is specifically to promote social cohesion and nation building by bringing together the diverse cultures of Limpopo, through the exhibition of dance, music, arts, film and video, and craft. The Department of Sport, Arts and Culture

invites interested bidders who will be responsible for organizing, marketing, managing and execution of the Mapungubwe Arts Festival. The Department requires bidders with the necessary resources, skills, and relevant experience to execute the Mapungubwe Arts Festival, 2023/24, 2024/25, 2025/26 financial years.

4.2 The Festival will take place in the designated venues in Limpopo Province for the coming three financial years. The Department together with the bidder/bidding entity will identify the designated venues and the bidder/bidding entity will be responsible to pay for the designated venues.

4.3 The Department in consultation with the service provider will determine the implementation dates and times of all Mapungubwe activities on signing Service Level Agreement.

5. SCOPE OF WORK

5.1 The successful bidder is expected to —

5.1.1 develop a detailed proposal on how they would organize, market, manage and execute the festival for each financial year;

5.1.2 provide a detailed cost breakdown of all the items listed in this specification.

5.1.3 indicate their level of expertise in their proposal in organizing similar events and demonstrate their ability to successfully execute the task;

5.1.4 showcase their understanding of the socio-economic demographic of the province and how the festival will be utilized to promote arts, culture, and heritage in the Province.

5.1.5 indicate media partnerships that will be engaged in the marketing of the Festival;

5.1.6 present the proposal at the Department premises in Polokwane; and

5.1.7 sign a binding service level agreement that will cover the duration of the three financial years.

5.1.8 to develop a risk and security management plan for the festival and execution of the plan.

5.2 The Mapungubwe Arts Festival for 2023/24, 2024/25,2025/26 consists of the following activities and events:

5.2.1 Mapungubwe District build up events

5.2.2 Mapungubwe Media Launch

5.2.3 Mapungubwe Festival Communications and Marketing

5.2.4 Mapungubwe Photography and Videography Services

5.2.5 Mapungubwe Cultural Carnival

5.2.6 Mapungubwe Marathon

5.2.7 Mapungubwe Craft Market Exhibition

- 5.2.8 Mapungubwe Film and Video Festival
- 5.2.9 Mapungubwe Theatre/Drama, and Poetry
- 5.2.10 Mapungubwe Divas and Youth Festival
- 5.2.11 Mapungubwe Choral Festival
- 5.2.12 Mapungubwe Comedy Night
- 5.2.13 Mapungubwe Music Festival
- 5.2.14 Mapungubwe Cup

The service provider will be expected to provide all the services as detailed in the following table and make all the necessary payments:

Item No	Description of event	Services required	Venue	Service Standard
5.2.1	Mapungubwe District build up events 2023/2024 2024/2025 2025/2026	The Service Provider is required to: (a) Contract and remunerate 50 cultural groups (10 per district) , 25 local upcoming artists (5 per district), 10 drama (2 per district), 10 comedy (2 per district), 25 exhibitors (5 per district), 10 film makers (2 per district) and 10 poetry (2 per district) to participate in the District build up events and, (b) Liaise with artists for their technical riders and other logistical requirements (The performance fee must include transport and catering costs); and (c) Provide Catering for 500 (100 per district) LOC Members (d) Co-ordinate and manage the Joint Operation	(a) Venue will be identified by the Department (b) The Service Provider will secure and pay for the venue. (c) Performing artists shall be identified by the Department. (d) A programme shall be held in each district.	The Service Provider must comply with the following service standards: a) Catering must be in accordance with specification in clause 5.3.8 b) The Mini stage size must be 6 x 6 meters. The stage must be of the highest quality and should be safe to use; c) Ensure compliance with the Safety at

		<p>Committee that will be responsible for traffic regulation, sufficient ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010.</p> <p>(e) Arrange public liability insurance for 1000 people per district.</p> <p>(f) Erect a mini stage;</p> <p>(g) Provide stretch tents;</p> <p>(h) Provide an open air sound system to cater for 1 000 people per district with speakers that will ensure that artists are audible from all sides;</p> <p>(i) Provide a full back-line for live performances;</p> <p>(j) Provide cleaning service after the event;</p> <p>(k) Provide Security guards</p> <p>(l) Provide Portable toilets</p>		<p>Sports and Recreational Events Act, 2010;</p> <p>d) Stretch tents must be according to specification under item 5.3.7</p> <p>e) Security guards must be according to specification 5.3.6</p> <p>f) Portable toilets must be according to specification 5.3.1</p> <p>g) Cleaning service must be according to specification 5.3.2</p>
5.2.2	<p>Mapungubwe Media Launch:</p> <p>2023/2024</p> <p>2024/2025</p> <p>2025/2026</p>	<p>The Service Provider is required to:</p> <p>(a) Advertise, market, develop communication content, manage, and execute media launch in 2023/2024/2025.</p>	<p>Venue will be identified by the Department and the service provider will secure and pay for the venue</p>	<p>The Service Provider must comply with the following service standards:</p> <p>(a) Catering must be in accordance</p>

		<p>The Department will provide further details of the launch which includes names of artists to perform during the Mapungubwe Arts festivals.</p> <p>(b) Design and print media invites, invite media houses, stakeholders, and partners in consultation with the Department. List will be provided by the Department.</p> <p>(c) Design and print media launch posters, individual artist poster, all Mapungubwe activities poster, invite identified artists by the Department for the media launch.</p> <p>(d) Provide Catering for 150 people.</p> <p>(e) Provide sound as per technical riders.</p>		<p>with specification 5.3.8</p> <p>(b) The ramp stage size must be 4 x 3 meters. The stage must be of the highest quality and should be safe to use;</p> <p>(c) Ensure that the stage is safe and compliant with the Safety at Sports and Recreational Events Act, 2010.</p> <p>(d) Provide Sound System as per technical riders</p>
5.2.3	<p>Mapungubwe Festival Communication and Marketing, 2023/2024 2024/2025 2025/2026</p>	<p>The Service Provider is required to:</p> <p>(a) Market the Mapungubwe Festival using, amongst others, the radio, television, electronic print media,</p>		<p>The Department must proof-read and approve samples prior to publications. All marketing, advertising, public relations, and communications</p>

		<p>digital and social media prior to and during the festival.</p> <p>(b) Designing of electronic posters and flyers for all the Mapungubwe activities.</p> <p>(c) Printing and distribution of 1000 A1 Correx Posters and 10,000 A5 Flyers (printed double-sided) will be for the overall festival mentioning all activities and individual activities as per event.</p> <p>(d) Supply and deliver 5 mobile trailers (A Frame mobile trailers, 2x2 meters, printed on both sides) The service provider is expected to print, manage the processes of assembling them in the morning and removing them in the evening daily.</p> <p>(e) Provide 3 x2 meters 30 cloth banners, printed in full colour, one sided to be placed in all districts. (Areas to be agreed with the Department)</p> <p>(f) Provide robot blitz (6 x motorbikes and motorcade) three</p>	<p>activities shall be agreed upon between the Department and the service provider. Marketing of the event and the frequency of adverts shall commence on a date as agreed between the Department and bidder/bidding entity and this should not be less than two months before the event</p>
--	--	--	--

		Fridays before the main event in all identified strategic points by the Department in Polokwane.		
5.2.4	Mapungubwe Photography and Videography Services	<p>The Service Provider is required to:</p> <ul style="list-style-type: none"> (a) Produce snippets/ short videos on daily activities for all events and post on social media and the Departmental website. (b) Manage daily alerts on social media including and not limited to Facebook, twitter, Instagram etc. (c) Post profiles for all artists on social media daily after the media launch. (d) Photographer and a videographer for all events 		<ul style="list-style-type: none"> (a) The snippets to be provided are for pre, during and post events (b) The Service Provider will be expected to provide a video and digital photograph of all events and submit to the Department at the end of every event. (i.e. ten USB and a link)

<p>5.2.5</p>	<p>Mapungubwe Cultural Carnival:</p> <p>2023/2024</p> <p>2024/2025</p> <p>2025/2026</p>	<p>The Service Provider is required to:</p> <p>(m) Contract and remunerate 25 cultural groups (5 per district) and 10 local upcoming artists (2 per district) to participate in the event and organise and manage the opening Carnival; and</p> <p>(n) Liaise with artists for their technical riders and other logistical requirements (The performance fee must include transport costs); and</p> <p>(o) Co-ordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, sufficient ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010.</p> <p>(p) Arrange public liability insurance for 3000 people</p> <p>(q) Provide Catering for 1000 (mass and artists) and 100 VIP.</p> <p>(r) Erect a mini stage;</p> <p>(s) Provide lighting on stage;</p> <p>(t) Provide marquee tents;</p> <p>(u) Provide an open air sound system to cater for</p>	<p>(e) The main festival will be opened with a street carnival at a venue that will be identified by the Department.</p> <p>(f) The Service Provider will secure and pay for the venue and route.</p> <p>(g) The walking distance of the carnival shall be approximately 5km.</p> <p>(h) Performing artists shall be identified by the Department.</p> <p>(i) A formal programme shall be held at the end of the carnival</p>	<p>The Service Provider must comply with the following service standards:</p> <p>h) Catering must be in accordance with specification in clause 5.3.8</p> <p>i) The Mini stage size must be 10 x 10 meters. The stage must be of the highest quality and should be safe to use;</p> <p>j) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010;</p> <p>k) Marquee tents must be according to specification under item 5.3.7</p> <p>l) Accreditation must be</p>
---------------------	---	--	---	--

		<p>2 000 people with speakers that will ensure that artists are audible from all sides;</p> <p>(v) Provide a full back-line for live performances;</p> <p>(w) Provide accreditation;</p> <p>(x) Provide cleaning service after the event;</p> <p>(y) Provide signage.</p> <p>(z) Provide Security guards</p> <p>(aa) Provide Portable toilets</p>		<p>according to specification 5.3.9</p> <p>m) Security guards must be according to specification 5.3.6</p> <p>n) Portable toilets must be according to specification 5.3.1</p> <p>o) Cleaning service must be according to specification 5.3.2 and</p> <p>p) Signage must be according to specification 5.3.3</p>
5.2.6	Mapungubwe Marathon 2023/2024 2024/2025 2025/2026	<p>The Service Provider is required to:</p> <p>a) Coordinate the race for 5km, 10km, and 21km</p> <p>b) Provide Mineral Bottled Water 500ml, and sachet water 150ml in each station</p>	<p>(a) The Service Provider will secure and pay for the venue and route.</p> <p>(b) The running distance of the Marathon shall be</p>	<p>The Service Provider must comply with the following service standards:</p> <p>a) The Mini stage size must be 6 x 10 meters. The stage must be of</p>

		<ul style="list-style-type: none"> c) Provide water stations each 5km and 2km for 5km runners d) Provide 1000 t-shirts branded Mapungubwe Marathon e) Provide 1000 racing numbers for athletes f) Co-ordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, sufficient ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010. g) Arrange public liability insurance for 1000 people h) Provide medals (1000) branded Mapungubwe. i) Provide ramp stage and podium j) Provide Stretch tents; k) Provide an open air sound system to cater for 1 000 people with speakers that will ensure that artists are audible from all sides; 	<p>5km, 10km, and 21km.</p>	<ul style="list-style-type: none"> the highest quality and should be safe to use; b) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010; c) Security guards must be according to specification 5.3.6 d) Portable toilets must be according to specification 5.3.1 e) Cleaning service must be according to specification 5.3.2 and f) Signage must be according to specification 5.3.3
--	--	--	-----------------------------	---

		<ul style="list-style-type: none"> l) Provide cleaning service after the event; m) Provide signage. n) Provide Security guards o) Provide Portable toilets 		
5.2.7	<p>Mapungubwe Craft Market Exhibition</p> <p>Craft exhibitions and performing arts will be held. The public will be allowed to visit the stalls for buying art works and to attend sessions of cultural group dance.</p> <p>2023/2024 2024/2025 2025/2026</p>	<p>The Service Provider is required to:</p> <ul style="list-style-type: none"> (a) Liaise with the Departmental Cultural Officers, collect artefacts from the five provincial districts and to transport the exhibitors to the venue; (b) Contract and remunerate various cultural groups to participate during the exhibition (performance fee must include transport costs); and (c) Provide insurance to cover any damage or loss of the artefacts (d) Arrange public liability insurance for 100 people (e) Provide accommodation for 50 exhibitors for the duration of the exhibition of 06 days; 	Venue will be identified by the Department and the service provider will secure and pay for the venue.	<ul style="list-style-type: none"> (a) Accommodation must have a tourism star grading of not less than 3 stars which must include bed, breakfast, dinner, and parking (b) Catering must be in according to the specification under clause 5.3.8 (c) Marquee tents must be according to the specification 5.3.7 (d) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010

		<p>(f) Provide catering for 60 People (Lunch only for 5 days)</p> <p>(g) Provide marquee tents; 100 chairs and 60 rectangular tables. The exhibition marquee should have sufficient power supply for exhibitors;</p> <p>(h) Provide 3x3 meter cubicles for 50 exhibitors (i.e. 50 cubicles). The exhibition marquee must have an air conditioner, wooden flooring, and carpeting.</p> <p>(i) Provide security guards for the duration of 05 days of the exhibition;</p> <p>(j) Provide accreditation;</p> <p>(k) Provide portable toilets;</p> <p>(l) Provide cleaning service;</p> <p>(m) Provide signage</p> <p>(n) Provide crowd control barriers.</p>		<p>(e) Security guards must be according to specification 5.3.6</p> <p>(f) Accreditation must be according to specification 5.3.9</p> <p>(g) Portable toilets must be according to specification 5.3.1</p> <p>(h) Cleaning service must be according to specification 5.3.2; and</p> <p>(i) Signage must be according to specification 5.3.3</p> <p>(j) Crowd control barriers must be according to specification 5.3.5</p>
--	--	---	--	---

5.2.8	Mapungubwe Film and Video Festival and Workshop 2023/2024 2024/2025 2025/2026	The Service Provider is required to: <ul style="list-style-type: none"> (a) Contract and remunerate facilitator to workshop 250 film makers; (b) Pay for the venue and conference package (Including Lunch) and dinner for the Film and Video workshop of 250 people; and (c) Liaise with artists for their technical riders and other logistical requirements for the screening of films for 250 people (d) Pay for the venue and technical riders (such as overhead projector, screen) for screening of films for 250 people; and (e) Coordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and (f) Coordinate, marketing, 	Venue for the workshop and screening of films and dates will be identified by the Department and the bidder/bidding entity will secure and pay for the venues	<ul style="list-style-type: none"> (a) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010 (b) Security guards must be according to specification 5.3.6 (c) Portable toilets must be according to specification 5.3.1 (d) Cleaning service must be according to specification 5.3.2; and (e) Signage must be according to specification 5.3.3 (f) The parking area must be managed according to specification 5.3.4
-------	--	---	---	---

		<p>management and execution of the film and video performance;</p> <p>(g) Provide the technical riders for the performing artists;</p> <p>(h) Provide a PA system for 250 people;</p> <p>(i) Provide security guards;</p>		
5.2.9	<p>Mapungubwe Theatre/Drama, and Poetry</p> <p>2023/2024</p> <p>2024/2025</p> <p>2025/2026</p>	<p>The Service Provider is required to:</p> <p>a) Secure and pay for the venue which can accommodate 500 people</p> <p>b) Contract and remunerate 10 theatre groups (5 upcoming, local and 5 developed, local) and 10 poets (5 upcoming local and 5 developed local) to participate in the events; and</p> <p>c) Liaise with artists for their technical riders and other logistical requirements. The Department will identify the venue and date and the bidder/bidding entity will secure and pay for the venue;</p>	<p>Venue and date to be identified by the Department. The bidder/bidding entity will secure and pay for the venue</p>	<p>(a) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010</p> <p>(b) Security guards must be according to specification 5.3.6</p> <p>(c) Portable toilets must be according to specification 5.3.1</p> <p>(d) Cleaning service must be according to specification 5.3.2; and</p>

		<p>d) Coordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, sufficient ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and</p> <p>e) Coordinate, marketing, management and execution of the theatre/drama and poetry performance</p> <p>f) Provide the technical riders for the performing artists;</p> <p>g) Provide a PA system for 500 people;</p>		<p>(e) Signage must be according to specification 5.3.3</p> <p>(f) The parking area must be managed according to specification 5.3.4</p>
5.2.10	<p>Mapungubwe Divas and Youth Festival</p> <p>2023/2024</p> <p>2024/2025</p> <p>2025/2026</p>	<p>The Service Provider is required to:</p> <p>(a) Coordinate, marketing, management and execution of Divas and Youth Festival;</p> <p>(b) Contracting, management and remunerations of 08 artists for Divas festival (03 national and 05 provincial - 01 per district). The</p>	Venue and date to be Determined by Department	<p>(a) Accommodation must have a tourism star grading of not less than 3 stars which must include bed, breakfast, and dinner</p> <p>(b) Catering must be according to the</p>

		<p>artists will be identified by the Department and the bidder/bidding entity will secure and pay the artists.</p> <p>(c) Contracting, management and remunerations of 08 artists for youth festival (03 national and 05 provincial – 01 per district). The artists will be identified by the Department and the Service Provider will secure and pay the artists.</p> <p>(d) Coordinating and managing of the Joint Operation Committee that will be responsible for traffic regulation, ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and</p> <p>(e) Liaison with artists for their technical riders, time for performance and other logistical requirements.</p> <p>(f) Arrange public liability insurance for 5000 people</p>		<p>specification 5.3.8</p> <p>(c) Marquee tents must be according to the specification 5.3.7</p> <p>(d) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010</p> <p>(e) Security guards must be according to specification 5.3.6</p> <p>(f) Accreditation must be according to specification 5.3.9</p> <p>(g) Portable toilets must be according to specification 5.3.1</p> <p>(h) Cleaning service must be according to</p>
--	--	--	--	---

		<ul style="list-style-type: none"> (g) Provide technical riders for artists; (h) Provide Catering for 260 artists and 50 VIP (i) Provide Sound and stage (j) Provide accommodation for artists who will perform after 20h00 and who reside more than 250 km radius from Polokwane; (k) Provide audio visual screens and speakers that will ensure that the artists are visible and audible from all sides; (l) Provide Marquee tents (m) Provide security guards; (n) Provide accreditation; (o) Provide portable toilets; (p) Provide cleaning service; (q) Provide signage; (r) Provide crowd control barriers; and (s) Management of parking area. 		<p>specification 5.3.2; and</p> <ul style="list-style-type: none"> (i) Signage must be according to specification 5.3.3 (j) Crowd control barriers must be according to specification 5.3.5 (k) The parking area must be managed according to specification 5.3.4 (l) Sound and stage, audio visual screen and speakers as per Annexure B
5.2.11	Mapungubwe Choral Festival 2023/2024 2024/2025	The Service Provider is required to:	Venue and date to be determined by Department. The bidder/bidding entity	(a) Accommodation must have a tourism star

	2025/2026	<p>(a) Coordinate, management, and execution of the Choral Music Festival.</p> <p>(b) Contracting, management and remunerations of 13 choirs (05 upcoming local, 07 developed local and 01 visiting choir) as agreed with the Department.</p> <p>(c) Coordinating and managing of the Joint Operation Committee that will be responsible for traffic regulation, ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and</p> <p>(d) Liaison with artists for their technical riders, time for performance and other logistical requirements</p> <p>(e) Arrange public liability insurance for 5000 people</p> <p>(f) Provide technical riders for artists;</p> <p>(g) Provide Catering for 1000 choir members and 50 for VIP</p> <p>(h) Provide Sound and Stage</p>	will secure and pay for the venue	<p>grading of not less than 3 stars which must include bed, breakfast, and dinner</p> <p>(b) Catering must be according to the specification under clause 5.3.8</p> <p>(c) Marquee tents must be according to the specification 5.3.7</p> <p>(d) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010</p> <p>(e) Security guards must be according to specification 5.3.6</p> <p>(f) Accreditation must be according to</p>
--	------------------	--	-----------------------------------	--

		<ul style="list-style-type: none"> (i) Provide audio visual screens and speakers that will ensure that the artists are visible and audible from all sides; (j) Provide security guards; (k) Provide accreditation. (l) Provide portable toilets; (m) Provide cleaning services (n) Provide signage; (o) Provide crowd control barriers; (p) Management of parking area. (q) Provide A3 Framed certificate of participation to all choirs 		<p>specification 5.3.9</p> <ul style="list-style-type: none"> (g) Portable toilets must be according to specification 5.3.1 (h) Cleaning service must be according to specification 5.3.2; and (i) Signage must be according to specification 5.3.3 (j) Crowd control barriers must be according to specification 5.3.5 (k) The parking area must be managed according to specification 5.3.4 (l) Sound and stage as per Annexure B
5.2.12	Mapungubwe Comedy Night 2023/2024	The Service Provider is required to:	Venue and date to be Determined by Department and the	(a) Ensure compliance with the

	<p>2024/2025 2025/2026</p>	<p>a) Contract and remunerate 10 comedians (5 developed, local and 5 upcoming, local) to participate in the events; and</p> <p>b) Liaise with artists for their technical riders, time for performance and other logistical requirements;</p> <p>c) Coordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and</p> <p>d) Coordinating, management and execution of the comedy performance;</p> <p>e) Provide the technical riders for the performing artists;</p> <p>f) Provide Sound system for 1000 people;</p> <p>g) Provide Security guards</p> <p>h) Provide accreditation</p> <p>i) Provide cleaning services</p>	<p>bidder/bidding entity will secure and pay for the venue.</p>	<p>Safety at Sports and Recreational Events Act, 2010</p> <p>(g) Security guards must be according to specification 5.3.6</p> <p>(h) Accreditation must be according to specification 5.3.9</p> <p>(i) Cleaning service must be according to specification 5.3.2; and</p> <p>(j) The parking area must be managed according to specification 5.3.4</p>
--	--	--	---	--

<p>5.2.13</p>	<p>Mapungubwe Music Festival 2023/2024 2024/2025 2025/2026</p>	<p>The Service Provider is required to:</p> <ul style="list-style-type: none"> (a) Coordinate, management and execution of the Music Festival; (b) Contracting, management and remunerations of 20 artists (5 upcoming local, 8 developed local and 7 national) as agreed with the Department. (c) Coordinating and managing of the Joint Operation Committee that will be responsible for traffic regulation, ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010; and (d) Liaison with artists for their technical riders, time for performance and other logistical requirements. (e) Arrange public liability insurance for 20000 people (f) Provide technical riders for artists; 	<ul style="list-style-type: none"> (a) Venue and date to be Determined by Department. The bidder/bidding entity will secure and pay for the venue (b) The service provider will be required to cover the pitch (100m x 140m) with pitch cover if required. 	<ul style="list-style-type: none"> (a) Accommodation must have a tourism star grading of not less than 3 stars which must include bed, breakfast, and dinner (b) Catering must be according to the specification under clause 5.3.8 (c) Marquee tents must be according to the specification 5.3.7 (d) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010 (e) Security guards must be according to specification 5.3.6
----------------------	---	---	--	--

		<ul style="list-style-type: none"> (g) Provide catering for 300 artists and 100 VIP (h) Provide Sound and stage (i) Provide accommodation for artists who will perform after 20h00 and who reside more than 250 km radius from Polokwane (j) Provide audio visual screens and speakers that will ensure that the artists are visible and audible from all sides; (k) Provide security guards; (l) Provide accreditation; (m) Provide portable toilets; (n) Provide cleaning service; (o) Provide signage; (p) Provide crowd control barriers; (q) Management of parking area. 		<ul style="list-style-type: none"> (f) Accreditation must be according to specification 5.3.9 (g) Portable toilets must be according to specification 5.3.1 (h) Cleaning service must be according to specification 5.3.2; and (i) Signage must be according to specification 5.3.3. (j) Crowd control barriers must be according to specification 5.3.5 (k) The parking area must be managed according to specification 5.3.4
--	--	--	--	--

				(l) Sound and stage as per Annexure B
5.2.14	Mapungubwe Cup 2023/2024 2024/2025 2025/2026	The Service Provider is required to: <ul style="list-style-type: none"> a) Coordinate two Rugby teams to play during Mapungubwe Cup. b) Provide medals (100) branded Mapungubwe c) Provide Catering for 100 people and VIP 50. d) Provide Rugby kit and balls (08) for the two teams e) Provide Mineral Bottled Water for athletes f) Co-ordinate and manage the Joint Operation Committee that will be responsible for traffic regulation, sufficient ambulance services and matters provided for in the Safety at Sports and Recreational Events Act, 2010. g) Arrange public liability insurance for 5000 people 	<ul style="list-style-type: none"> a) The Service Provider will secure and pay for the venue 	The Service Provider must comply with the following service standards: <ul style="list-style-type: none"> a) Ensure compliance with the Safety at Sports and Recreational Events Act, 2010; b) Security guards must be according to specification 5.3.6 c) Portable toilets must be according to specification 5.3.1 d) Cleaning service must be according to specification 5.3.2 and e) Signage must be according to

		<p>h) Provide both rugby teams with medals and trophy for the winning team branded Mapungubwe.</p> <p>i) Provide an open air sound system to cater for 5 000 people with speakers that will ensure that artists are audible from all sides;</p> <p>j) Provide cleaning service after the event;</p> <p>k) Provide signage.</p> <p>l) Provide security guards</p> <p>m) Provide portable toilets</p>		specification 5.3.3
--	--	---	--	------------------------

5.3	SPECIFICATIONS FOR SERVICES THAT MUST BE RENDERED		
	The service provider must provide the following services :		
5.3.1	Portable Chemical Toilets		
	<ul style="list-style-type: none"> • Ordinary flushable portable chemical toilets to cater for the attending masses at each of the outdoor venues listed in 5.2.1 to 5.2.13 • VIP, 2-in-1 flushing chemical toilets at each of the outdoor venues listed in 5.2.1 to 5.2.13 • Ensure that the toilets are constantly serviced and maintained for cleanliness and provision of toilet paper on the days of the events listed in 5.2.1 to 5.2.13 • All toilets must be at the venue 24hours prior to the event 		
	Event	Quantity and Description	
	Mapungubwe District build up events	<ul style="list-style-type: none"> • X 30 (06 per district) ordinary flushable portable chemical toilets • X 05 (01 per district) VIP, 2-in-1 flushing chemical toilets 	
	Mapungubwe Carnival From 08:00am to 17:00pm	<ul style="list-style-type: none"> • X 06 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets 	

	Mapungubwe Marathon From 06:00am to 17:00pm	<ul style="list-style-type: none"> • X 10 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00pm to 06h00am night shift	<ul style="list-style-type: none"> • X 02 ordinary flushable portable chemical toilets
	Mapungubwe Film and Video Festival and Workshop From 08:00am to 00:00am	<ul style="list-style-type: none"> • X 02 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am	<ul style="list-style-type: none"> • X 02 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Divas and Youth Festival From 12:00pm to 10:00 am the following day	<ul style="list-style-type: none"> • X 30 ordinary flushable portable chemical toilets • X 06 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Comedy Night From 17:00pm to 00:00am	<ul style="list-style-type: none"> • X 02 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Choir Music Festival From 10:00am to 10:00am the following day	<ul style="list-style-type: none"> • X 04 ordinary flushable portable chemical toilets • X 02 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Music Festival From 10:00am to 10:00am the following day	<ul style="list-style-type: none"> • X 50 ordinary flushable portable chemical toilets • X 12 VIP, 2-in-1 flushing chemical toilets
	Mapungubwe Cup From 08:00am to 17:00pm	<ul style="list-style-type: none"> • X 05 ordinary flushable portable chemical toilets • X 01 VIP, 2-in-1 flushing chemical toilets

<p>5.3.2</p>	<p>Cleaning Service</p> <ul style="list-style-type: none"> • Cleaning services is required to maintain the cleanliness of the festival venues, which includes cleaning of site (before, during and after event). • Secure from the municipality a total of 20 x refuse bins and collection services at the various venues through the duration of the events <table border="1" data-bbox="371 387 1552 1563"> <thead> <tr> <th data-bbox="371 387 987 454">Event</th> <th data-bbox="987 387 1552 454">Quantity</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 454 987 521">Mapungubwe District build up events</td> <td data-bbox="987 454 1552 521">20 Cleaners (04 per district)</td> </tr> <tr> <td data-bbox="371 521 987 633">Mapungubwe Carnival From 8:00am to 17:00pm</td> <td data-bbox="987 521 1552 633">04 Cleaners</td> </tr> <tr> <td data-bbox="371 633 987 745">Mapungubwe Marathon From 6:00am to 17:00pm</td> <td data-bbox="987 633 1552 745">20 Cleaners</td> </tr> <tr> <td data-bbox="371 745 987 880">Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00 to 06h00am night shift</td> <td data-bbox="987 745 1552 880">02 Cleaners</td> </tr> <tr> <td data-bbox="371 880 987 992">Mapungubwe Film and Video Festival From 18:00pm to 00:00am</td> <td data-bbox="987 880 1552 992">02 Cleaners</td> </tr> <tr> <td data-bbox="371 992 987 1104">Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am</td> <td data-bbox="987 992 1552 1104">01 Cleaner</td> </tr> <tr> <td data-bbox="371 1104 987 1171">Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day</td> <td data-bbox="987 1104 1552 1171">15 Cleaners</td> </tr> <tr> <td data-bbox="371 1171 987 1283">Mapungubwe Comedy Night From 17:00pm to 00:00am</td> <td data-bbox="987 1171 1552 1283">02 Cleaners</td> </tr> <tr> <td data-bbox="371 1283 987 1373">Mapungubwe Choral Music Festival From 10:00am to 10:00am the following day</td> <td data-bbox="987 1283 1552 1373">04 Cleaners</td> </tr> <tr> <td data-bbox="371 1373 987 1462">Mapungubwe Music Festival From 10:00am to 10:00am the following day</td> <td data-bbox="987 1373 1552 1462">30 Cleaners</td> </tr> <tr> <td data-bbox="371 1462 987 1563">Mapungubwe Cup From 8:00am to 17:00pm</td> <td data-bbox="987 1462 1552 1563">20 Cleaners</td> </tr> </tbody> </table>	Event	Quantity	Mapungubwe District build up events	20 Cleaners (04 per district)	Mapungubwe Carnival From 8:00am to 17:00pm	04 Cleaners	Mapungubwe Marathon From 6:00am to 17:00pm	20 Cleaners	Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00 to 06h00am night shift	02 Cleaners	Mapungubwe Film and Video Festival From 18:00pm to 00:00am	02 Cleaners	Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am	01 Cleaner	Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day	15 Cleaners	Mapungubwe Comedy Night From 17:00pm to 00:00am	02 Cleaners	Mapungubwe Choral Music Festival From 10:00am to 10:00am the following day	04 Cleaners	Mapungubwe Music Festival From 10:00am to 10:00am the following day	30 Cleaners	Mapungubwe Cup From 8:00am to 17:00pm	20 Cleaners
Event	Quantity																								
Mapungubwe District build up events	20 Cleaners (04 per district)																								
Mapungubwe Carnival From 8:00am to 17:00pm	04 Cleaners																								
Mapungubwe Marathon From 6:00am to 17:00pm	20 Cleaners																								
Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00 to 06h00am night shift	02 Cleaners																								
Mapungubwe Film and Video Festival From 18:00pm to 00:00am	02 Cleaners																								
Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am	01 Cleaner																								
Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day	15 Cleaners																								
Mapungubwe Comedy Night From 17:00pm to 00:00am	02 Cleaners																								
Mapungubwe Choral Music Festival From 10:00am to 10:00am the following day	04 Cleaners																								
Mapungubwe Music Festival From 10:00am to 10:00am the following day	30 Cleaners																								
Mapungubwe Cup From 8:00am to 17:00pm	20 Cleaners																								
<p>5.3.3</p>	<p>Signage</p> <ul style="list-style-type: none"> • All areas should be properly demarcated and with appropriate printed signage as agreed with the Department. • All signage should be printed and branded with Departmental logo on waterproof boards (A1 Size X 20) and must be always clearly visible. • Please note that signage will become the property of the Department after the event. 																								
<p>5.3.4</p>	<p>Parking</p> <ul style="list-style-type: none"> • Ensure that parking areas are demarcated for VIP, service providers, working staff, performing artists, police, and the public. Special arrangement must be made for persons with disabilities to ensure that they will be able to park close to the entrance. 																								

	<ul style="list-style-type: none"> Control entrance and exit of parking areas to ensure people park in the correct demarcated areas 																																	
5.3.5	<p>Crowd control barriers</p> <ul style="list-style-type: none"> Provide proper crowd control barriers around the stage and VIP sitting and dining areas during the event listed on paragraph 5.2.1 to 5.2.13 for 2023/24, 2024/25, 2025/26 Crowd barriers must be of good quality (as per SABS approved standard) and 1000 meters in total length and 1m height. 																																	
5.3.6	<p>Security</p> <ul style="list-style-type: none"> Contract with private security services and marshals for all the events as stipulated hereunder: <table border="1"> <thead> <tr> <th>Venue and date</th> <th>Security Guards</th> <th>Grading</th> </tr> </thead> <tbody> <tr> <td>Mapungubwe District build up events</td> <td>100 guards (20 per district)</td> <td>X 10 armed grade C X 90 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Carnival From 8:00am to 17:00pm</td> <td>20 guards</td> <td>X 02 armed grade C X 18 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Marathon From 06h00 am to 17:00pm</td> <td>20 guards</td> <td>X 02 armed grade C X 18 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00pm to 06h00am night shift</td> <td>01 armed guard and 1 unarmed for day shift per day for a period of 5 days 02 armed guards for night shift per day for a period of 5 days</td> <td>X 10 armed grade C X 10 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Film and Video Festival and Workshop From 08:00am to 00:00am</td> <td>01 armed guard for day shift for one day 01 unarmed guard for night shift for one day</td> <td>X 01 armed grade C X 01 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am</td> <td>10 guards</td> <td>X 02 armed grade C X 08 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day</td> <td>220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm</td> <td>X 20 armed grade C X 200 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Comedy Night From 17:00pm to 00:00am</td> <td>10 guards</td> <td>X 04 armed grade C X 06 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Choral Music Festival From 08:00am to 18:00pm</td> <td>10 guards</td> <td>X 04 armed grade C X 06 unarmed grade C</td> </tr> <tr> <td>Mapungubwe Music Festival From 10:00am to 10:00am the following day</td> <td>220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm</td> <td>X 20 armed grade C X 200 unarmed grade C</td> </tr> </tbody> </table>	Venue and date	Security Guards	Grading	Mapungubwe District build up events	100 guards (20 per district)	X 10 armed grade C X 90 unarmed grade C	Mapungubwe Carnival From 8:00am to 17:00pm	20 guards	X 02 armed grade C X 18 unarmed grade C	Mapungubwe Marathon From 06h00 am to 17:00pm	20 guards	X 02 armed grade C X 18 unarmed grade C	Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00pm to 06h00am night shift	01 armed guard and 1 unarmed for day shift per day for a period of 5 days 02 armed guards for night shift per day for a period of 5 days	X 10 armed grade C X 10 unarmed grade C	Mapungubwe Film and Video Festival and Workshop From 08:00am to 00:00am	01 armed guard for day shift for one day 01 unarmed guard for night shift for one day	X 01 armed grade C X 01 unarmed grade C	Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am	10 guards	X 02 armed grade C X 08 unarmed grade C	Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day	220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm	X 20 armed grade C X 200 unarmed grade C	Mapungubwe Comedy Night From 17:00pm to 00:00am	10 guards	X 04 armed grade C X 06 unarmed grade C	Mapungubwe Choral Music Festival From 08:00am to 18:00pm	10 guards	X 04 armed grade C X 06 unarmed grade C	Mapungubwe Music Festival From 10:00am to 10:00am the following day	220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm	X 20 armed grade C X 200 unarmed grade C
Venue and date	Security Guards	Grading																																
Mapungubwe District build up events	100 guards (20 per district)	X 10 armed grade C X 90 unarmed grade C																																
Mapungubwe Carnival From 8:00am to 17:00pm	20 guards	X 02 armed grade C X 18 unarmed grade C																																
Mapungubwe Marathon From 06h00 am to 17:00pm	20 guards	X 02 armed grade C X 18 unarmed grade C																																
Mapungubwe Craft Market and Exhibitions From 06:00am to 18h00pm day shift From 18h00pm to 06h00am night shift	01 armed guard and 1 unarmed for day shift per day for a period of 5 days 02 armed guards for night shift per day for a period of 5 days	X 10 armed grade C X 10 unarmed grade C																																
Mapungubwe Film and Video Festival and Workshop From 08:00am to 00:00am	01 armed guard for day shift for one day 01 unarmed guard for night shift for one day	X 01 armed grade C X 01 unarmed grade C																																
Mapungubwe Theatre, Drama and Poetry From 17:00pm to 00:00am	10 guards	X 02 armed grade C X 08 unarmed grade C																																
Mapungubwe Divas and Youth Festival From 12:00am to 10:00am the following day	220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm	X 20 armed grade C X 200 unarmed grade C																																
Mapungubwe Comedy Night From 17:00pm to 00:00am	10 guards	X 04 armed grade C X 06 unarmed grade C																																
Mapungubwe Choral Music Festival From 08:00am to 18:00pm	10 guards	X 04 armed grade C X 06 unarmed grade C																																
Mapungubwe Music Festival From 10:00am to 10:00am the following day	220 guards (70 guards day shift and 150 guards night shift). Must be rotated at 18:00pm and 24:00pm	X 20 armed grade C X 200 unarmed grade C																																

	Mapungubwe Cup From 8:00am to 17:00pm	110 guards	X 10 armed grade C X 100 unarmed grade C															
<p>The company providing security services must be registered and remain in good standing with PSIRA for the duration of this contract. The Department reserves the right to, at any time, call upon the security services to produce Grade C PSIRA certificate in good standing, Valid COIDA certificate, Valid UIF and CK. The security service providers must have training on event management. The bidder must comply with all legislation applicable to the rendering of the services and ensure continuity of the services.</p> <p>The Department reserves the right to perform vetting on security guards and security service provider two (2) weeks before the event.</p>																		
5.3.7	<p>MARQUEES/TENTS</p> <p>ALL MARQUEE TENTS MUST BE AIRCONDITIONED, WITH COMPLIANCE AND ENGINEER CERTIFICATE, FIRE EXTINGUISHERS (IN TERMS OF SABS STANDARDS AND ANY OTHER RELEVANT STANDARDS) AND MUST BE ERECTED 24 HOURS BEFORE THE EVENT</p> <table border="1" data-bbox="319 851 1560 1863"> <thead> <tr> <th data-bbox="319 851 718 963">Venue and date to be determined by the Department.</th> <th data-bbox="718 851 1037 963">Quantity of Tents</th> <th data-bbox="1037 851 1560 963">Specifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="319 963 718 1120">Mapungubwe District Build up events</td> <td data-bbox="718 963 1037 1120">X 05 (01 per district) Stretch tent</td> <td data-bbox="1037 963 1560 1120">10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes.</td> </tr> <tr> <td data-bbox="319 1120 718 1299">Mapungubwe Carnival</td> <td data-bbox="718 1120 1037 1299">X 01 Stretch tent</td> <td data-bbox="1037 1120 1560 1299">10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes. 100 covered chairs in the tent.</td> </tr> <tr> <td data-bbox="319 1299 718 1590">Mapungubwe Craft Exhibition</td> <td data-bbox="718 1299 1037 1590">X 01 Marquee tent</td> <td data-bbox="1037 1299 1560 1590">40 x 20 metres Free standing glass front Inside the tent. 50 (3x3m) cubicle stalls 100 Chairs in the tent 60 rectangular tables in the tent Wooden flooring and carpeting</td> </tr> <tr> <td data-bbox="319 1590 718 1863">Mapungubwe Divas and Youth Festival</td> <td data-bbox="718 1590 1037 1863">X 01 Marquee tent</td> <td data-bbox="1037 1590 1560 1863">X 01 Marquee 30 x 100 metre tents demarcated area for VIP must have 200 cocktail chairs, 20 cocktail tables, 10 comfortable seating coaches, 05 centre tables and 05 serving tables</td> </tr> </tbody> </table>			Venue and date to be determined by the Department.	Quantity of Tents	Specifications	Mapungubwe District Build up events	X 05 (01 per district) Stretch tent	10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes.	Mapungubwe Carnival	X 01 Stretch tent	10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes. 100 covered chairs in the tent.	Mapungubwe Craft Exhibition	X 01 Marquee tent	40 x 20 metres Free standing glass front Inside the tent. 50 (3x3m) cubicle stalls 100 Chairs in the tent 60 rectangular tables in the tent Wooden flooring and carpeting	Mapungubwe Divas and Youth Festival	X 01 Marquee tent	X 01 Marquee 30 x 100 metre tents demarcated area for VIP must have 200 cocktail chairs, 20 cocktail tables, 10 comfortable seating coaches, 05 centre tables and 05 serving tables
Venue and date to be determined by the Department.	Quantity of Tents	Specifications																
Mapungubwe District Build up events	X 05 (01 per district) Stretch tent	10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes.																
Mapungubwe Carnival	X 01 Stretch tent	10 x 15 meters stretch tent. The stretch tent must be waterproof and without holes. 100 covered chairs in the tent.																
Mapungubwe Craft Exhibition	X 01 Marquee tent	40 x 20 metres Free standing glass front Inside the tent. 50 (3x3m) cubicle stalls 100 Chairs in the tent 60 rectangular tables in the tent Wooden flooring and carpeting																
Mapungubwe Divas and Youth Festival	X 01 Marquee tent	X 01 Marquee 30 x 100 metre tents demarcated area for VIP must have 200 cocktail chairs, 20 cocktail tables, 10 comfortable seating coaches, 05 centre tables and 05 serving tables																

	Mapungubwe Festival	Music	X 11 Marquees tents	<p>X 04 tents of 20x10 metres each Free standing glass front Each tent must have 50 cocktail chairs, 15 cocktail tables, 6 comfortable seating coaches, 3 centre tables and 3 serving tables</p> <p>X 07 tents of 10x10 metres each Free standing glass front Each tent must have 30 cocktail chairs, 12 cocktail tables, 7 comfortable seating coaches, 3 centre table and 3 serving tables</p>
--	---------------------	-------	---------------------	--

5.3.8	Catering specifications														
NB! All prices must be aligned to the latest austerity measures as per treasury instruction															
<table border="1"> <thead> <tr> <th data-bbox="319 918 590 985">Venue and date</th> <th data-bbox="590 918 829 985">Quantity</th> <th data-bbox="829 918 1560 985">Catering required</th> </tr> </thead> <tbody> <tr> <td data-bbox="319 985 590 1422">Mapungubwe District Build up events</td> <td data-bbox="590 985 829 1422">X 500 (100 per district)</td> <td data-bbox="829 985 1560 1422"> <ul style="list-style-type: none"> Provide lunch packs and water for 500 LOC and participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 250), Assorted soft drinks (300ml x 250) and bottled mineral water (500ml x 500) </td> </tr> <tr> <td data-bbox="319 1422 590 1646">Media Launch</td> <td data-bbox="590 1422 829 1646">X 150 people</td> <td data-bbox="829 1422 1560 1646"> <ul style="list-style-type: none"> 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml x 75), Assorted soft drinks (300ml x 75) and bottled mineral water (500ml x 150) </td> </tr> <tr> <td data-bbox="319 1646 590 1962">Mapungubwe Carnival</td> <td data-bbox="590 1646 829 1962">X 1000 Carnival participants</td> <td data-bbox="829 1646 1560 1962"> <ul style="list-style-type: none"> Provide lunch packs and water for 1000 carnival participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 500), Assorted soft </td> </tr> </tbody> </table>				Venue and date	Quantity	Catering required	Mapungubwe District Build up events	X 500 (100 per district)	<ul style="list-style-type: none"> Provide lunch packs and water for 500 LOC and participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 250), Assorted soft drinks (300ml x 250) and bottled mineral water (500ml x 500) 	Media Launch	X 150 people	<ul style="list-style-type: none"> 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml x 75), Assorted soft drinks (300ml x 75) and bottled mineral water (500ml x 150) 	Mapungubwe Carnival	X 1000 Carnival participants	<ul style="list-style-type: none"> Provide lunch packs and water for 1000 carnival participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 500), Assorted soft
Venue and date	Quantity	Catering required													
Mapungubwe District Build up events	X 500 (100 per district)	<ul style="list-style-type: none"> Provide lunch packs and water for 500 LOC and participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 250), Assorted soft drinks (300ml x 250) and bottled mineral water (500ml x 500) 													
Media Launch	X 150 people	<ul style="list-style-type: none"> 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml x 75), Assorted soft drinks (300ml x 75) and bottled mineral water (500ml x 150) 													
Mapungubwe Carnival	X 1000 Carnival participants	<ul style="list-style-type: none"> Provide lunch packs and water for 1000 carnival participants. The lunch packs must be served in a disposable / recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 500), Assorted soft 													

			drinks (300ml x 500) and bottled mineral water (500ml x 1000)
Mapungubwe Carnival VIP	X100 invited guests for Mapungubwe Carnival.		<ul style="list-style-type: none"> • 2 vegetables, 2 starches, 2 types of meat, 2 salads, desert, 100% juice (330ml x 50), Assorted soft drinks (300ml x 50) and bottled mineral water (500ml x 100)
Mapungubwe Marathon	X1000 people		<ul style="list-style-type: none"> • Mineral Bottled Water 500ml x 1000, Water Sachets 150ml x 1000
Mapungubwe Film and Video Festival and Workshop	X 250 people		<ul style="list-style-type: none"> • Provide lunch packs and water for 250 Film and Video Practitioners. The lunch packs must be served in a disposable/recyclable container and must consist of the following: 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 125), Assorted soft drinks (300ml x 125) and bottled mineral water (500ml x 250) • Provide Dinner: 1 vegetables, 1 starches, 2 types of meat, 100% juice (330ml x 125), Assorted soft drinks (300ml x 125)
Mapungubwe Craft Exhibition	X 60 exhibitors and cultural officers lunch		<ul style="list-style-type: none"> • Provide lunch packs and water for 60 exhibitors for 5 days. The lunch packs must be served in a disposable / recyclable container and must consist of the following: • 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 30), Assorted soft drinks (300ml x 30) and bottled mineral water (500ml x 60)
Mapungubwe Divas and Youth Festival	X 260 artists and JOC X 50 VIP guests		<ul style="list-style-type: none"> • 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 80), Assorted soft drinks (300ml x 80) and bottled mineral water (500ml x 160) • Assorted Platters. 100% juice (330ml x 25), Assorted soft drinks (300ml x 25) and bottled mineral water (500ml x 50) • Morning tea

			<p>Sandwiches, muffins and scones, Tea and coffee,</p> <ul style="list-style-type: none"> • Lunch 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 125), Assorted soft drinks (300ml x 125) and bottled mineral water (500ml x 250) • Dinner 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 125), Assorted soft drinks (300ml x 125) and bottled mineral water (500ml x 250)
	Mapungubwe Choral Music Festival	<p>X 1000 artists</p> <p>X 50 VIP guests lunch</p>	<ul style="list-style-type: none"> • 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml 500), Assorted soft drinks (300ml x 500) and bottled mineral water (500ml x 1000) • 2 vegetables, 2 starches, 2 types of meat, a salad, desert, 100% juice (330ml x 25), Assorted soft drinks (300ml x 25) and bottled mineral water (500ml x 50)
	Mapungubwe Music Festival	<p>X 200 artists and JOC</p> <p>X100 VIP guests Dinner</p>	<ul style="list-style-type: none"> • 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 100), Assorted soft drinks (300ml x 100) and bottled mineral water (500ml x 200) • 2 vegetables, 2 starches, 2 types of meat, a salad, desert, 100% juice (330ml x 50), Assorted soft drinks (300ml x 50) and bottled mineral water (500ml x 100) • Morning tea

			<p>Sandwiches, muffins and scones, Tea, and coffee,</p> <ul style="list-style-type: none"> • Lunch 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 125), Assorted soft drinks (300ml x 125), and bottled mineral water (500ml x 250) • Dinner 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 80), Assorted soft drinks (300ml x 80) and bottled mineral water (500ml x 160)
	Mapungubwe Cup	X100 people	<ul style="list-style-type: none"> • Lunch 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 50), Assorted soft drinks (300ml x 50), bottled mineral water (500ml x 100)
		X50 VIP	<ul style="list-style-type: none"> • 2 vegetables, 2 starches, 2 types of meat, 100% juice (330ml x 25), Assorted soft drinks (300ml x 25), bottled mineral water (500ml x 500)
		X100 athletes	<ul style="list-style-type: none"> • Mineral Bottled Water 500ml x 200
	<p>The service provider should ensure that meals should cater for kosher, halaal, vegetarians, diabetics, and any other dietary requirements. All catering must meet hygienic standards and be fresh and of good quality. The menu must be finalized with the Department.</p>		
5.3.9	<p>Accreditation specifications</p> <p>Provide colour printed accreditation for invited guests for the following:</p> <ul style="list-style-type: none"> - Mapungubwe Cultural Carnival: 100 Coloured branded wrist bands - Mapungubwe Craft Market and Exhibitions: 60 Coloured branded Wrist bands - Mapungubwe Divas and Youth Festival: 1500 Coloured branded Wrist bands - Mapungubwe Comedy Night: 200 coloured branded wrist bands - Mapungubwe Choral Music Festival: 700 coloured branded wrist bands - Mapungubwe Music Festival 2500 coloured branded wrist bands - Mapungubwe Music Festival 10000 coloured branded wrist bands for mass 		

5.3.10	<p>Artist Coordinator</p> <p>Coordination and management of the stage and the artists The service provider must ensure that all artists arrive at least one hour prior to the event That a stage manager is on duty at all times to ensure the programme is coordinated and managed</p> <ul style="list-style-type: none"> ➤ Secure and confirm availability of the Performing Artists and compeers at least one month before the event. ➤ Liaise with the Performing Artists or artists’ managers/agents. A play list of all songs to be performed by the artists should be attached to the contract, which will be binding. ➤ The DSAC will be signatory as a witness on all contracts signed between the service provider and the Performing Artist/Manager/Agent. ➤ The service provider will pay artists in terms of approved Departmental Guidelines for Limpopo Cultural and Creative Industries. <p>Performance fees should be inclusive of VAT as well as the stipulated SAMRO performance license fees</p>
5.3.11	<p>Coordination and Management of Stage.</p> <ul style="list-style-type: none"> ➤ Provide Sound and Stage for all the events as per Annexure B.
5.3.12	<p>Subcontractors</p> <ul style="list-style-type: none"> ➤ The appointed service provider will be required to sub-contract local SMME companies in Limpopo province in line with preferential procurement policies in government. All services should be contracted from Limpopo Province and area where the event will take place where feasible. Any exemptions must be approved by the Department. These services should be spread among various companies. Subcontracted companies must be registered and compliant with Central Supplier Database. ➤ A list of sub-contracted companies should be provided to the Department at the first meeting with the Department and form part of the event Close-out report. ➤ Copies of invoices of all sub-contracted companies should be presented with final invoices for verification.
5.3.13	<p>Job creation</p> <p>A detailed report on the number of jobs created, skills developed or transferred during the event should form part of the event Close-out report. The reporting template will be provided by the Department.</p>
5.3.14	<p>Timeframes</p> <p>Mapungubwe 2023/2024, 2024/2025, and 2025/2026.</p> <p>All the site infrastructures must be set up two days before (tents, sound, and stage etc.) NB some of the infrastructure will remain at the venues for the duration of the festival. Security must be provided for the infrastructure that will be at the venue.</p>

Note! All commodities that are included in treasury austerity measures, their prices must be aligned to austerity measure as per treasury instruction.

5.3.15 The Department shall be responsible for all ticket sales and the collection of all revenue thereof. Ownership of all such revenue shall vest within the Department.

5.3.16 The service provider will be required to work closely with the Department and the Joint Planning Committee of the Province.

5.3.17 The service provider must not acquire sponsorship without the knowledge of the Department.

Gifts, donation, and sponsorship must be treated and managed in accordance with regulation 21.2 of the National Treasury regulations issued in terms of Public Finance management Act of 1999.

6. DOCUMENTATION AND INFORMATION REQUIRED FROM BIDDERS

6.1 MINIMUM BID REQUIREMENTS

6.1.1 Completion of bid document.

The following are minimum requirements for completion of the bid document: -

6.1.1.1 Bidders are required to complete the entire bid document in terms of the requirements contained herein.

6.1.1.2 The bid documents must be **completed in black ink** and **signed by the authorized signatory**.

6.1.1.3 Only the **original** bid document shall be accepted.

6.1.1.4 Bidders shall ensure that there are no missing or duplicated pages. The Department shall not accept liability regarding claims by bidders that pages are missing or duplicated.

6.1.1.5 Correction fluid is not allowed and any cancellation, alteration or amendment on the bid document must be signed for by the authorized signatory.

6.1.1.6 Completed bid document with supporting documents shall be packaged, sealed, marked, and submitted strictly as stipulated in the bid document.

6.2 Attachments

Bidders must also attach the following documentation (NB: The name of the bidder in the attachments should correspond with the name used in SBD 1 herein): -

6.2.1 Proof of registration on the Central Supplier Database. (Attach CSD report)

6.2.2 Original quotation in the company letterhead signed by the authorized company representative indicating validity period of 120 days.

- 6.2.3 An original certificate/ letter from an accredited accountant certifying that: -
- (a) The bidding entity is not insolvent.
- 6.2.4 Certified copy of valid B-BBEE certificate and/ or Original Sworn Affidavit
- 6.2.5 Completed, signed, and initialled SBD 1, SBD 3.1, SBD 4, and SBD 6.1
- 6.2.6 Initialled General Conditions of Contract
- 6.2.7 Proven experience
- 6.2.8 Communication and marketing strategy
- 6.2.9 A detailed proposal indicating the following:
- 6.2.9.1 Methodology on the implementation of the project (including all events as per bullet 5.2.1 to 5.2.13 above). Methodology should include but not limited to the following,
- Risk and Security Management Plan
 - The number and expertise of human resources that will be utilized for the purpose of this project. Kindly attach CVs indicating their experience.
 - Catering and Accommodation Plan
 - Backstage logistics (tent, accommodation, catering, transport, technical rider, Playlist /Programme)
 - Time Management during all events (in bullet 5.2.1 to 5.2.13 above)
- 6.2.10 Financial Capacity shall be assessed through the following:
- An undertaking by financial institution to provide awarded service provider a bank guarantee.
- 6.2.11 SARS pin (attach copy)

7.1 Contract Pricing

- 7.1.1 Bidders must prepare a pricing schedule signed by the authorized signatory, including costs break down per item, indicating unit price and total price. Should there be a discrepancy between the prices in the pricing schedule and the total contract price indicated on the SBD 1 form, the Department will consider the total contract price on the SBD 1 form
- 7.1.2 Prices will remain firm for the duration of the contract, and it is the responsibility of the bidder to consider all costs and all possible escalations when compiling bid prices. Once the bid is awarded, no request for price escalation will be entertained, regardless of the reasons for such request.
- 7.1.3 Bidders must express prices for their services in South African currency (Rand).
- 7.1.4 All prices must be inclusive of Value Added Tax (for VAT vendors) and all costs inclusive for the execution and completion of the contract in accordance with the bid document.

7.2 Third Party Liability Cover

The bidder must,

- 7.2.1 take out valid, adequate third-party liability cover with an authorized financial services provider, that will be able to sufficiently cover any loss or damage relating to the rendering of services in terms of this contract.
- 7.2.2 file proof of such cover, which must be valid for the duration of the contract with the Department on commencement date of contract; and
- 7.2.3 file proof of payment of premiums as and when required by the Department.

7.3 Contingency plans

- 7.3.1 Bidders must submit detailed contingency plans in case of power failure, theft or fire.
- 7.3.2 Detailed contingency plans shall be agreed upon between the Department and the service provider.

8 RESERVATION OF RIGHTS

The Department reserves the right to —

- 8.1 invite bidders to make presentations regarding any aspect of the bid;
- 8.2 request further information or document from any bidder after closing date;
- 8.3 verify information and documentation of any bidder;
- 8.4 inspect or cause the premises of any bidder to be inspected; and

9. BID ACCEPTANCE

- 9.1 The preferred bid will be accepted subject to the condition that the preferred bidder signs a contract and service level agreement with the Department within seven (7) days of the conditional award.

10. TERMINATION OF CONTRACT

- 10.1 Bidders must acquaint themselves with the provisions of section 30 of the Public Service Act, 1994 (Proclamation 103 of 1994), and ensure that where applicable, natural persons who constitute the bidder comply with these laws. The Department reserves the right to disregard a bid or cancel the contract if the bidder has –
- 10.1.1 failed to comply with any legal or policy requirement that the bidder must comply with in order to enter into valid contract with the Department, including but not limited to any public servant constituting or being in the employ of the bidder in violation of section 8(2) (a) and (b) of the Public Administration Management Act of 2014.
- 10.1.12 acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining any other contract with any other state institution, government Department, provincial administration or public entity;
- 10.1.3 after notification that the bid has been conditionally accepted, either fails, refuses or neglects or causes undue delays in the signing of the contract and service level agreement within the period of seven days; or
- 10.1.4 entered into any arrangement or agreement with any other natural or corporate person, whether legally binding or not, to-
- i. refrain from bidding for this contract; or
 - ii. bid at an agreed price.
- 10.2 In addition to its rights under this clause, the Department may immediately terminate this contract without any prior notice, if any of the following circumstances occur or exist:
- If the service provider –
- 10.2.1 commits an act of professional misconduct or professional or technical incompetence, which is substantial and serious;
- 10.2.2 commits or participates in any unlawful, dishonest or unethical act in the performance of its obligations under this contract;
- 10.2.3 breaches this contract twice during the contract period; or
- 10.2.4 has failed to comply with any legal or policy requirement that the service provider must comply with in order to enter into a valid contract with the Department, including but not

limited to any public servant in the employ of the service provider not having the necessary permissions or authorisation in terms of the Public Service Act, 1993 or not having made the necessary financial disclosures to the employer or not having declared any or all interests in the relevant bid documents.

11. BID PRICE

The bid price should comprise of —

- 11.1 all costs to be incurred in connection with the successful execution of the contract; and
- 11.2 Management fee must also be itemized and included.
- 11.3 Bid price must be in South African Rand inclusive of VAT (VAT Vendors), and inclusive of all costs to be incurred in connection with the execution and completion of the contract in accordance with the bid document.
- 11.4 Bidders must complete pricing schedule as per the attached Annexure D, signed by the authorized signatory. Should there be a discrepancy between the prices in the schedule and the total contract price indicated on the bid form, **the Department will consider the total contract price as per SBD1 form.**
- 11.5 The pricing schedule must include the following:
 - 11.5.1 Artists performance fees;
 - 11.5.2 SAMRO license fee;
 - 11.5.3 Public Liability Insurance;
 - 11.5.4 Marketing cost;
 - 11.5.5 Management fee must not exceed 10% of the total bid price; and
 - 11.5.6 All other relevant costs.
- 11.6 Prices will remain firm for the duration of the contract, and it is the responsibility of the bidder to consider all costs and all possible escalations when compiling bid prices. Once

the bid is awarded, no request for price escalation will be entertained, regardless of the reasons for such request.

12. INVOICES AND PAYMENTS

- 12.1 The Department shall make payment to the service provider against presentation of required invoices in respect of the services rendered under the contract, payable upon satisfactory discharge of all obligations of the service provider and delivery of the services to the Department in terms of the contract.
- 12.2 The Department will pay invoices to the bidder/bidding entity based on service rendered that has been certified by the Department. Invoices may be submitted after every event.
- 12.3 The Department will not make payment to the service provider in the event the service provider fails to satisfactorily perform any of its obligations in terms of the contract.
- 12.4 Subject to clause 12.3, payment will be made within thirty days of submitting an invoice.
- 12.5 The Department may withhold, deduct or set off from any monies due and owing to the service provider either in terms of this contract or any other contract that the service provider may have with the Limpopo Provincial Administration an amount equal to the amount of any outstanding claims that the Department or the Limpopo Provincial Administration may have against the service provider for damages, costs or any other indebtedness for any contract that the service provider may have with the Limpopo Provincial Administration: Provided that the Department will provide the service provider with written notice of its intention to offset, supported by reasonable detail of the actual damages, costs or indebtedness incurred by the Limpopo Provincial Administration.
- 12.6 A certificate of indebtedness signed by the Chief Financial Officer of the Department, reflecting the amount due and payable under clause 12.1 together with interest thereon, shall be sufficient and conclusive proof of the contents and correctness thereof for the purposes of with-holding, deduction or set off by the Department or payment by the service provider or for provisional sentence, summary judgment or any other proceedings against

the service provider in a court of law and shall be valid as a liquid document for such purposes.

- 12.7 In the event that the Department institutes legal action against the service provider for any matter in connection with this contract, the service provider will be liable to pay the Department's legal fees on an Attorney and own client scale.

13. CONFLICT OF INTEREST

- 13.1 Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing the contract. Bidders must have systems in place to identify potential conflicts and to bring them to the attention of the Department.

14. COST INCURRED BY BIDDER

- 14.1 The Department will not be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and submission of its bid.

15. BID BINDING

- 15.1 All written information, warranties and representations made by or on behalf of the bidder before conclusion of the contract are binding upon the service provider and are deemed to have induced the Department to enter into this contract.

16. LIABILITY

The Service provider is responsible and liable for —

- 16.1 the conduct, acts and omissions of employees and the service provider's agents, representatives, or any sub-contractor of the service provider;
- 16.2 any unauthorized or unlawful entry by any person into the venues; and

16.3 injury to any person, theft, loss, or damage suffered by the Department, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any statutory duty by the service provider or the service provider's employees, agents, or representatives. Under such circumstances, the service provider must, at its own expense, make good the loss or damage on demand and on the terms of the Department.

17. SUBMISSION OF BID DOCUMENTS

- 17.1. Bid documents must be placed in the bid box on the aforesaid address on or before the closing date and time.
- 17.2. Bid documents will only be considered if received by DSAC before the closing date and time.
- 17.3. The bidder(s) is/are required to submit one (1) bid document in a clearly marked and sealed envelope.

17. TIMELINE OF THE BID PROCESS

The validity period of this bid after the closing date and time is 120 days. The project timeframes of this bid are set out below:

Advertisement of bid on Tender Bulletin and e-portal

23rd June 2023

Bid closing date

14th July 2023 at 11:00am

Compulsory briefing session date and venue

3rd July 2023 at 10h00

Compulsory Briefing Session Venue

21 Biccard Street, Olympic Towers Building, Department of Sport, Arts and Culture

18. CONTACT AND INFORMATION

Any clarification before the closing date may be made in writing.

ENQUIRES

Technical:

mhangwanam@sac.limpopo.gov.za

Administrative:

mabasal@sac.limpopo.gov.za

modibav@sac.limpopo.gov.za

19. LATE BIDS

- 19.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration.

20. NEGOTIATIONS

- 20.1 The Department reserves the right to negotiate prices with the successful bidder.

Annexure A

21. Evaluation Criteria

DSAC has set minimum standards that a bidder(s) needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

- 21.1 Administrative Compliance and Mandatory Requirements (Phase 1)
- 21.2 Functionality Compliance (Phase 2)
- 21.3 Presentation (Phase 3)
- 21.4 Price and Specific Goals Evaluation (Phase 4)

21.1 PHASE 1: ADMINISTRATIVE COMPLIANCE AND MANDATORY REQUIREMENTS

Bidder(s) must submit the documents listed in Table 1 below. The bid documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents. Disqualified bidders will not proceed to Phase 2 evaluation.

21.1.1 TABLE 1: ADMINISTRATIVE BID DOCUMENTS THAT MUST BE COMPLETED, SIGNED, INITIALED AND SUBMITTED.

Document that must be submitted	Non-submission and compliance will result in disqualification
Invitation to Bid – SBD 1	Complete, sign and initial
SBD 3.1 Pricing Schedule Firm Prices	Complete, sign and initial
Declaration of Interest – SBD 4	Complete, sign and initial NB: DECLARE ALL BUSINESS INTERESTS
General Conditions of Contract	Initial each page
Preference Point Claim Form – SBD 6.1	Complete, sign and initial
Quotation	Quotation on the company letterhead and signed; and it must have the following: - quotation number, quotation date, quotation validity period of 120 days.

21.1.2 TABLE 2: MANDATORY REQUIREMENTS THAT MUST BE SUBMITTED

Document that must be submitted	Non-submission and compliance will result in disqualification
Registration on Central Supplier Database (CSD)	The Event Management Company must be registered on the National Treasury Central Supplier Database (CSD). Attach CSD report.
Tax compliant	To be verified on National Treasury's Central Supplier Database. Attach SARS Pin
An original certificate/ letter from an accredited accountant certifying that the bidding entity is not insolvent.	Attach original certificate/ letter signed by accredited accountant.
Bank guarantee	Attach bank guarantee as a proof of financial capability to fund the event

21.2 PHASE 2: TECHNICAL EVALUATION CRITERIA (FUNCTIONALITY)

Any bid that does not meet the minimum eligibility threshold of **70 points out of 100** will be automatically disqualified and not proceed to Phase 3. **Bidders who scored a minimum of 70 points out of 100 will proceed to the next evaluation (Presentation)**

FUNCTIONALITY EVALUATION

The functionality criteria together with the maximum points to be awarded are set out below:

The weight that will be allocated to each functionality criteria is as follows

Item No.	Description and standards	Weight	Score	Bidder score
1	PROVEN EXPERIENCE IN EVENTS MANAGEMENT	30		
1.1	No experience		0	
1.2	Hosted 1 event of a similar nature (coordination, magnitude, risk nature) and 1 positive contactable and signed reference. Also provide evidence (audio-visual clips) of the events done.		6	
1.3	Hosted 2 events of a similar nature (coordination, magnitude, risk nature) and 2 positive contactable and signed reference. Also provide evidence (audio-visual clips) of the events done.		12	
1.4	Hosted 3 events of a similar nature (coordination, magnitude, risk nature) and 3 positive contactable and signed reference. Also provide evidence (audio-visual clips) of the events done		18	
1.5	Hosted 4 events of a similar nature (coordination, magnitude, risk nature) and 4 positive contactable and signed reference. Also provide evidence (audio-visual clips) of the events done		24	
1.6	Hosted 5 events of a similar nature (coordination, magnitude, risk nature) and 5 positive references and international events of a similar nature and 5 positive contactable and signed reference. Also provide evidence (audio-visual clips) of the events done.		30	
2	COMMUNICATION AND MARKETING STRATEGY:	30		
2.1	No communication and marketing strategy		0	
2.2	Only one media platform used (electronic media i.e. radio, TV, print media i.e. newspaper, magazine, social media, digital media, posters - hardcopy, electronic flyers)		6	
2.3	Only two media platform used (electronic media i.e. radio, TV, print media i.e. newspaper, magazine, social media, digital media, posters - hardcopy, electronic flyers)		12	

2.4	Only three media platform used (electronic media i.e. radio, TV, print media i.e. newspaper, magazine, social media, digital media, posters - hardcopy, electronic flyers)		18	
2.5	Only four media platform used (electronic media i.e. radio, TV, print media i.e. newspaper, magazine, social media, digital media, posters - hardcopy, electronic flyers)		24	
2.6	5 and above media platforms used (electronic media i.e. radio, TV, print media i.e. newspaper, magazine, social media, digital media, posters - hardcopy, electronic flyers)		30	
3	METHODOLOGY ON HANDLING THE EVENT	30		
	<p>Methodology on the implementation of the project (including all events as per bullet 5.2.1 to 5.2.13 above). Methodology should include but not limited to the following,</p> <ul style="list-style-type: none"> • Risk and Security Management Plan • The number and expertise of human resources that will be utilized for the purpose of this project. Kindly attach CVs indicating their experience. • Catering and Accommodation Plan • Backstage Logistics (tent, accommodation, catering, transport, technical rider, Playlist /Programme, Artist Management) • Time Management during all events 			
3.1	No methodology provided		0	
3.2	Only one requirement meets the specification above		6	
3.3	Only two requirements meet the specification above		12	
3.4	Only three requirements meet the specification above		18	
3.5	Only four requirements meet the specification above		24	
3.6	Five requirements meet the specification above		30	
4	FINANCIAL CAPACITY	10		
	<p>Financial Capacity shall be assessed through the following:</p> <ul style="list-style-type: none"> • An undertaking by financial institution to provide awarded service provider a revolving credit to the bidder in the event a bidder is awarded contract or proof of overdraft facility in the name 			

	of the business or alternatively proof of company capacity to self fund to the value indicated below.			
	R 9 000 001 and above		10	
	R 5 000 001 – R 9 000 000		08	
	R 3 000 001 – R 5 000 000		06	
	R 1 000 001 – R 3 000 000		04	
	R 0 – R 1 000 000		02	
	Nothing provided		0	

21.3 PHASE 3: PRESENTATION

Presentation will be done by the project management team. Presentation will be evaluated based on Functionality scoring. Presentations will be in Polokwane.

21.4 PHASE 4: PRICE AND SPECIFIC GOALS EVALUATION

Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

ANNEXURE B

DETAILED SPECIFICATION FOR SOUND & STAGE, BACKLINE, AUDIO VISUAL & LIGHTING, FOR MAPUNGUBWE ARTS & CULTURE FESTIVAL, 2023/24, 2024/25 and 2025/26.

ITEM NO.	DESCRIPTION
1	Sound System
	Provide a high-quality PA system to be able to address people in an open area to be able to reach a maximum of 20 000 people. Provide the necessary sound system of high quality and clarity and a back-line for performances. Individual technical requirements of the performing groups will be provided closer to the time
2.	Sound: Main PA
	20 x large format 3way line array system (flown) 18 x dual 18/21 high end sub woofers 2 x fly frames electric motor hoists
3	Front Fill System:
	4 x large format line array down fills
4	Sound: Delay PA
	12 x large format 3way line array system (flown) 2 x 1-ton motors for system flying 2 x fly frames
5	Amplification:
	High end amplification Processors for system management
6	Monitors:
	16 x high output 12' bi amplified monitors 2 x drum subs
7	Monitor AMPS:
	High end amplification Processors for system Management
8	FOH Technical:
	1 x 48 channel digital mixing console 2 x cd players 1 x talk back system 1 x on/off switch MIC
9	Monitor Land:
	1 x 48 channel digital mixing console 1 x talk back speaker 1 x on/off switch mic 1 x 48 channel active splitter unit
10	FOH structure:
	1 x structure for technical crew and lighting crew 1 x video land for camera man and camera technician 1 x structure for led screen at FOH
11	Microphones:
	6 x professional cordless mic's 10 x professional cord mic's professional instrument mic's

	drum mic's
12	Stands:
	As required by riders
13	Power:
	2 x 150 KVA Generators silent diesel to run sound checks and show 1 x set power lock cables 50m 1 x main 250-amp distro box 8 x 63amp sub distro boxes 24 x 32-amp sub distro boxes all cabling needed
14	Stage:
	14m x 12m fully draped trussing/scaff concert stage floor size 13m x 12m 1,5m high 2 x sets of stairs & safety railing 4 x speaker wings for front pa & screen towers trussing for stage 2 x stage pieces for monitor land & safety railing 4 x delay scaff towers for delay pa and screens heavy duty crowd barriers in front of stage 1 x stage ramp Participants on the stage should be visible from the front of the stage. Although the above are the suggestions of the DSAC, Bidders can recommend structurally sound alternatives in order to save on staging structure costs.
15	Lights:
	12 x 2k Fresnels 24 x moving heads wash 20 x beams 8 x moving heads profiles 4 x 8 molofe crowd blinders 20 x brite q banks 2 x smoke machines/hazer/fazers 2 x floor fans 2 x dimmer racks & socket pax 1 x Lighting desk
16.	Backline:
	High end drum kit with new skins 2 nd drum kit 2 x fender guitar amps 2 x roland jc120 jazz amps 1 x rd 700 1 x motif xs8 1 x korg triton 1 x high end bass amp and cabs

17	Audio Visual
	<p>The audio-visual screens must run messages that include partnerships and logos of the Department of Sport, Arts and Culture with its Mapungubwe, 2023/24, 2024/25, and 2025/26 partners. The Department will provide the messages to the service provider and the bid must include the design of these short messages into a format that will be displayed on the audio-visual monitors. The bid must also provide for:</p> <ul style="list-style-type: none"> 4 x 4m x 3m LED day screens 4 x camera cannon or equivalent broadcast pro cameras 4 x camera men 1 x Jimmy Jibb 2 x signal boosters 4 x preview monitors vision mixer media server (graphics on screens) • 11 x Plasma screens (55 inches) in the VIP marquees with sound.
18.	Standby technical assistance
	A qualified and experienced technical team who must be available during the event to manage the technology on site and solve sound, lighting, or any technical problems.

NOTE!!! EQUIVALENT ITEMS FOR ALL BRAND NAMES CAN BE SUPPLIED

ANNEXURE C

CROWD BARRIERS

ITEM NO.	DESCRIPTION
1	The service provider must provide, erect, and remove after the event, — a. temporary crowd control fencing in total of 1000 meters.

ANNEXURE D

PRICING SCHEDULE

NB: PRICING MUST INCLUDE ALL ACTIVITIES AS STIPULATED IN THE TERMS OF REFERENCES

CONTRACT NUMBER: DSAC 2023/24-B1

Description: SERVICES OF AN EVENT MANAGEMENT COMPANY FOR ORGANIZING, MARKETING, MANAGING AND EXECUTION OF MAPUNGUBWE ARTS FESTIVAL FOR THE 2023/24, 2024/25 AND 2025/26 FINANCIAL YEARS

NAME OF BIDDER: _____

ITEM NO	Events/Activities	Price Year 1 (VAT Inclusive)	Price Year 2 (VAT Inclusive)	Price Year 3 (VAT Inclusive)
1	Mapungubwe District Build up events	R	R	R
2	Mapungubwe Media Launch	R	R	R
3	Mapungubwe Festival Communications and Marketing	R	R	R
4	Mapungubwe Photography and Videography Services	R	R	R
5	Mapungubwe Cultural Carnival	R	R	R
6	Mapungubwe Marathon	R	R	R
7	Mapungubwe Craft Market Exhibition	R	R	R
8	Mapungubwe Film and Video Festival	R	R	R
9	Mapungubwe Theatre/Drama, and Poetry	R	R	R
10	Mapungubwe Divas and Youth Festival	R	R	R
11	Mapungubwe Choral Festival	R	R	R
12	Mapungubwe Comedy Night	R	R	R
13	Mapungubwe Music Festival	R	R	R
14	Mapungubwe Cup	R	R	R
15	Management Fee	R	R	R
16	Total Bid Price	R	R	R

