



THE ULTIMATE HUMAN RACE

**REQUEST FOR PROPOSALS FOR THE PROVISION OF ONLINE, WEBINAR AND SEMINAR COACHING SERVICES FOR A PERIOD OF THREE YEARS (2024 – 2027)**

**REFERENCE NUMBER: CMA 4/2024**

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## 1. INTRODUCTION

The **Comrades Marathon Association (CMA)** was founded in 1921 by Vic Clapham in remembrance of fallen Comrades in the First World War. The CMA is a Non-Profit Organisation (NPO) made up of approximately 600 members and governed by its Board. The CMA organizes and hosts the annual Comrades Marathon ultra-marathon road race event in the Province of KwaZulu-Natal in the Republic of South Africa.

### 1.1. PROJECT PURPOSE

The purpose of this project is to appoint a suitably qualified online (virtual) coach for the provision of all race-related coaching and advice, as well as the hosting of online webinars, seminars and bootcamps for the benefit of all Comrades Marathon entrants for a period of three years i.e., 2024 to 2027.

### 1.2. TENDER SPECIFICATIONS

It is the intention of the CMA to enter into a formal agreement with the successful service provider to render the services described hereunder. The specifications would serve to guide the process of selecting and appointing a reputable, experienced service provider by ensuring a match between the CMA's requirements and the knowledge and experience of the service provider. These specifications and the service provider's proposal will form the basis of the agreement to be entered into between the parties.

### 1.3. BACKGROUND

The CMA requires a professional coaching service provider to manage, support and implement all its online (virtual) and in-person coaching requirements on an annual basis for the Comrades Marathon. The scope of the service as per 1.4 below will guide the service provider in providing a tender proposal that is all inclusive of the required tasks.

### 1.4. SCOPE OF WORK

1.4.1. The Scope of Work will include the management, support and implementation of all online (virtual) and in-person coaching requirements associated with the Comrades Marathon in accordance with the following specifications:

1.4.2 Please refer to the detailed specifications for this project which is attached as **Schedule A**. This document must be read in conjunction with **Schedule B** attached.

### 1.5. OUTPUTS OF THE SERVICES PROVIDED /KEY DELIVERABLES

Notwithstanding key points in paragraph 1.4, the appointed service provider's bid proposal must:

- a) Illustrate its Business model, Development Strategy, Work/Project Plan, etc. which aligns to **Schedule A** for this service.
- b) Emphasise time frames and processes over the entirety of this project.
- c) Illustrate a comprehensive Budget breakdown, also outlining a sign-off and payment schedule over the entirety of this project.
- d) In addition to **Annexure E** (Pricing) please also attach **Schedule B** as part of your submission

The appointed service provider will also be required to communicate with the relevant stakeholders at the CMA throughout the project timeframe, provide updated status reports of the project and identify and communicate what is still to be completed.

**FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL MAY RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

## 2. INSTRUCTION TO SUPPLIERS

The services required by The Comrades Marathon Association are described in these specifications and therefore all applicable annexures which are listed as mandatory must be comprehensively covered in your proposal.

### 2.1. ALTERATIONS OR WITHDRAWAL OF PROPOSALS

Suppliers may withdraw their proposals by written notification on or before the award date.

### 2.2. COMPULSORY PRESENTATION

All short-listed bidders may be required to present their methodology to the CMA and/or the Bid Evaluation Committee.

### **2.3. COSTS FOR PREPARATION OF RFP / RFQ PROPOSAL**

The costs incurred by the Supplier in respect of the attendance of any briefing or presentation meetings or costs incurred in preparing any proposal will be borne by the Supplier and The Comrades Marathon Association shall in no way be liable to reimburse the Supplier for such costs incurred.

### **2.4. OWNERSHIP OF RFP / RFQ AND PRESENTATIONS**

The Comrades Marathon Association shall on receipt of any proposal relating to this RFP/RFQ and submitted in accordance with this RFP/RFQ procedure, become the owner thereof and The Comrades Marathon Association shall not be obliged to return any proposals to Suppliers who request such a return.

### **2.5. CONFIDENTIALITY**

The entire process of calling for proposals as initiated by The Comrades Marathon Association in terms of its procurement policy is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Bid Specification, Bid Evaluation and Bid Adjudication Committees are bound by confidentiality.

### **2.6. ETHICS**

Any attempt by a Supplier to obtain confidential information or enter into unlawful agreements with competitors or influence the Bid Evaluation and / or the Bid Adjudication Committees of The Comrades Marathon Association during the process of examining, evaluating and comparing proposals will lead to the rejection of its proposal in its entirety. The Supplier must declare any business or other interests it has with The Comrades Marathon Association or any employee of The Comrades Marathon Association, failing which the Supplier shall be automatically disqualified from further participation in the RFP / RFQ.

### **2.7. CANCELLATION OF BID PROCEDURE**

The Comrades Marathon Association shall be entitled, within its sole and entire discretion, to cancel this RFP/RFQ at any time and shall notify the Suppliers accordingly. The Comrades Marathon Association shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this RFP/RFQ procedure. The publication of an invitation to call for proposals does not commit The Comrades Marathon Association to appoint any of the qualifying Suppliers.

## **3. REQUIRED EXPERTISE AND COMPETENCIES**

The service providers proposal must outline the expertise and competencies on offer and should expressly detail their previous experience in dealing with projects of this nature. This may be supported by a detailed company profile, as well as a comprehensive list of references for completed previous projects of a similar nature. To achieve the scope of work, the service provider/s appointed to undertake this project, should demonstrate the following key competencies:

- a) Comprehensive knowledge and a proven track record in the provision of ultra-distance coaching and advice, as well as the hosting of online webinars, seminars and bootcamps of a similar magnitude as per the requirements of this project.
- b) Submission of a list of all similar projects successfully completed over the last three years, and letters of completion and recommendation from current/previous clients must be included with the proposal.

## **4. SUPPORTING DOCUMENTATION**

Suppliers are required to submit the following documents:

- a) An **original valid Tax Clearance Certificate or a valid SARS Pin verification letter** must be submitted with the bid proposal. **(Failure to submit the original and valid Tax Clearance Certificate or a valid SARS Pin verification letter will result in the invalidation of the bid proposal)**. Certified copies of the Tax Clearance Certificate will not be accepted). In bids where Consortia /Joint Ventures/Sub-contractors are involved each party must submit a separate, valid and original Tax Clearance Certificate.
- b) **Verifiable References**.
- c) **B-BBEE Verification Certificate** (would be an advantage).
- d) Annexure A - STANDARD BID DOCUMENT FORM (SBD1).
- e) Annexure B - DECLARATION OF INTEREST FORM (SBD4).
- f) Annexure C - PREFERENTIAL POINTS CLAIM FORM (SBD6.1).
- g) Annexure E - PRICING SCHEDULE FORM (SBD3.1).

- h) Annexure G - CERTIFICATE OF INDEPENDANT BID DETERMINATION FORM (SBD9).
- i) Annexure H - AUTHORITY TO SIGN A BID FORM.
- j) Annexure I - DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8).
- k) Annexure K - SCHEDULE OF ALTERNATIVE BIDS.

***KINDLY NOTE THAT A FAILURE TO SUBMIT THE MANDATORY DOCUMENTS (listed as Annexures A, B, E, G, H, & I) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.***

## **5. PREFERENTIAL PROCUREMENT**

In compliance with the preferential public procurement laws applicable to The Comrades Marathon Association and in terms of The Comrades Marathon Association's procurement policy, preferential points will be awarded to Suppliers who demonstrate BEE in its management and ownership structures. In this regard Suppliers are required to expressly cover this in their proposals and state their BEE management and ownership status. Suppliers should also include specific accreditation information where applicable.

***KINDLY NOTE THAT FAILURE TO EXPRESSLY DEAL WITH YOUR BEE STATUS IN YOUR PROPOSAL, WILL RESULT IN NO PREFERENTIAL POINTS BEING AWARDED FOR YOUR BEE STATUS.***

## **6. SERVICE LEVEL AGREEMENT**

- a) The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between the CMA and the successful service provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the CMA and the successful service provider.
- b) Until such time that an appropriate service level agreement has been signed and concluded between the CMA and successful service provider, no rights nor any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this call for proposals.
- c) Payment terms and conditions will be reviewed and agreed between both parties during the SLA finalisation process.

## **7. FEE STRUCTURE**

- a) The CMA reserves the right to negotiate any aspect of the proposed fees, equipment rental, travel and accommodation costs and disbursements with the preferred service provider and shall not be bound to the fees and disbursements submitted by any service provider. All travel and accommodation costs will be determined between the parties during the SLA finalisation process.
- b) All the invoices should be directed to the CMA.
- c) No successful tenderer will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of the CMA has been obtained in respect of such expenditure.
- d) Where the CMA views a price of any item to be out of line with market standards, the CMA reserves full rights to request additional quotations to test the market for prices.
- e) Pricing structure breakdown (bidders to complete **Schedule B**)

## **8. EVALUATION CRITERIA**

Evaluation will be carried out on the Functionality and the Preferential Point System (B-BBEE Status Level of Contribution and Price). The following preference point systems are applicable to all bids:

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

### **8.1. VALUE OF BID**

The value of this bid is estimated not to exceed R50 million (all applicable taxes included) and therefore the 80/20 system shall be applicable.

### **8.2. PREFERENCE POINTS**

The preference points awarded for this bid shall be for:

- a) Price and B-BBEE status level of contribution.
- b) The maximum 100 points which includes the Price and the B-BBEE status level of contribution.

### 8.3. ADJUDICATION USING A POINT SYSTEM

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

### 9. THE AWARDING OF POINTS

For the 80/20 or the 90/10 preference point systems, the awarding of points will be done for Price, Functionality and B-BBEE status level of contribution.

#### 9.1. POINTS AWARDED FOR PRICE

For the 80/20 or the 90/10 preference point systems, a maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

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

**90/10**

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

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

## 9.2. FUNCTIONALITY

The below mentioned criteria will guide the evaluation of functionality / technical phase and bidders who score less than 60% in this phase will be disqualified for the next phase of evaluation.

<b>FUNCTIONALITY ASSESSMENT SCORING CRITERIA</b>			
	<b>Weight</b>	<b>Score</b>	<b>Total</b>
<p>• <b>TECHNICAL APPROACH (70/100):</b>  <b>NB: All bidders must provide detailed information in their tender proposal document relative to each point below.</b></p> <ul style="list-style-type: none"> <li>• Methodology Proposed - The details of the proposed coaching process to be followed to complete the tasks on hand. The detail and extent of coaching services to be offered must also be detailed in the proposal <b>(20)</b>.</li> <li>• The hosting of online webinars at regular intervals in the build-up to the race <b>(15)</b></li> <li>• The hosting of in-person seminars at regular intervals in the build-up to the race <b>(15)</b></li> <li>• The provision of coaching advice and information specific to female athletes <b>(15)</b></li> <li>• Demonstrated ability of the Individual/Professional Team to render the service and the expertise &amp; experience of key staff members. This must be supported with a submission of a company organogram. <b>(5)</b></li> </ul>	20		
	15		
	15		
	15		
	5		
	<p><b>(Rating score values for technical approach are allocated as follows:</b> Unsatisfactory = 1; Satisfactory = 2; Good = 3; Very Good = 4 and Excellent = 5. The maximum score value which can be awarded is 5 per technical approach category).</p>		
<p><b>2. Successful completion of similar projects in the last three years (10/100):</b></p> <ul style="list-style-type: none"> <li>• This must be supported by the submission of a list of all similar projects successfully completed, and letters of completion and/or references from current/previous clients <b>must</b> be included with the proposal <b>(10)</b>.</li> </ul>	10		
<p><b>(Rating score values for similar projects are allocated as follows:</b> No similar projects = 0; One similar project completed = 1; Two similar projects = 2; Three similar projects = 3; Four similar projects = 4 and Five and more similar projects completed = 5. The maximum score value which can be awarded is 5).</p>			
<p><b>3. Detailed Project Work Plan (20/100):</b></p> <ul style="list-style-type: none"> <li>• The quality and accuracy of the detailed project work plan will be assessed / evaluated and therefore a detailed project work plan outlining the various workflow items/tasks with timeframes and project milestones/deliverables required for this project <b>must</b> be submitted with the tender proposal <b>(20)</b>.</li> </ul>	20		
<p><b>(Rating score values for the project work plan is allocated as follows:</b> No project work plan = 0; Poor project work plan (insufficient information provided) = 1; Adequate project work plan (work items shown) = 2; Good project work plan (all necessary work items shown) = 3; Very good project work plan (all necessary and major work items shown) = 4 and Excellent project work plan (all necessary work items shown, including links between tasks and additional information) = 5. The maximum score value which can be awarded is 5).</p>			
<b>TOTAL</b>	<b>100</b>		

### 9.3. B-BBEE STATUS LEVEL OF CONTRIBUTION

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

B-BEE status level of contribution	Number of points (90/10) system	Number of points (80/20) system
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
<b>Non-compliant contributor</b>	<b>0</b>	<b>0</b>

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

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

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

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

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

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

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

### 10. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete Annexure C: Preferential Points Claim Form. (Points claimed must be in accordance with the table reflected in paragraph 9.3. and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

### 11. CONTRACTUAL OBLIGATIONS

The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between the CMA and the successful service provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the CMA and the successful service provider.

Until such time that an appropriate service level agreement has been concluded between the CMA and successful service provider, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this call for proposals.

**12. INTELLECTUAL PROPERTY RIGHTS**

Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this tender and its assignments shall vest in and are hereby transferred to the CMA, unless specifically agreed otherwise, in the form of a written agreement signed by both parties.

For this purpose only, all works created in terms of this bid and the assignments thereof shall be deemed to have been created under the control and direction of the CMA. All information documents, records and books provided by the CMA to any service provider in connection with the proposal or otherwise are strictly private and confidential. Any proposer to any third party shall not disclose them, except with the express consent of the CMA, which shall be granted in writing prior to such disclosure. The CMA however reserves the right to disclose any information provided by any service provider to any of the members of the CMA.

**13. TERMINATION OF CONTRACT**

The CMA reserves the right to terminate the award of any tender to any party if there are reasonable grounds for considering that there is non-performance by the contractor in terms of the contract. The CMA also reserves the right to curtail the scope of any tender awarded or to curtail any aspect of any tender. In the event of any such cancellation or curtailment, the tenderer shall have no claim or recourse against the CMA, of whatsoever nature, save the recoupment of the tenderer's actual and reasonable costs already expended on the project.

**14. SUBMISSION OF PROPOSALS**

A sealed envelope containing the tender document proposal must be delivered for the attention of the **Procurement Officer** at the Reception of **Comrades House, 18 Connaught Road, Scottsville, Pietermaritzburg** by no later than **Friday 31 May 2024 before 11h00**. Bidders can access the Tender Box weekdays between 08h00 – 16h30. All tenders to be recorded in the Tender Register which will be available at reception. Any proposal not delivered at the time of the proposal closing, such a proposal will be regarded as a late proposal. Late proposals will not be considered. No proposal received by telegram, telex, e-mail, facsimile or similar medium will be considered. Bids may be addressed to the following:

Attention: **The Procurement Officer**  
**Comrades House**  
**18 Connaught Road**  
**Scottsville**  
**Pietermaritzburg**  
**3201**



**LIST OF OPTIONAL OR MANDATORY ANNEXURES**

<b>ANNEXURES</b>	<b>ANNEXURE DESCRIPTION</b>	<b>OPTIONAL OR MANDATORY</b>
ANNEXURE A	STANDARD BID DOCUMENTATION FORM (SBD1)	MANDATORY
ANNEXURE B	DECLARATION OF INTEREST FORM (SBD 4)	MANDATORY
ANNEXURE C	PREFERENTIAL POINTS CLAIM FORM (SBD 6.1)	OPTIONAL
ANNEXURE E	PRICING SCHEDULE FOR PROFESSIONAL SERVICES FORM (SBD 3.1)	MANDATORY
ANNEXURE G	CERTIFICATE OF INDEPENDANT BID DETERMINATION FORM (SBD 9)	MANDATORY
ANNEXURE H	AUTHORITY TO SIGN A BID FORM	MANDATORY
ANNEXURE I	DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)	MANDATORY
ANNEXURE K	SCHEDULE OF ALTERNATIVE BIDS	OPTIONAL

**ANNEXURE A: STANDARD BID DOCUMENTATION FORM (SBD 1)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**SECTION A: CMA BID INFORMATION**

BID NUMBER: ..... <b>CMA 4/2024</b> .....	CLOSING DATE: <b>31 MAY 2024</b>	CLOSING TIME: <b>11:00</b>
DESCRIPTION: <b>REQUEST FOR PROPOSALS FOR THE PROVISION OF ONLINE, WEBINAR AND SEMINAR COACHING SERVICES FOR A PERIOD OF THREE YEARS (2024 – 2027)</b>		
CONTRACT PERIOD: <b>1 November 2024 – 31 October 2027</b>		
TENDER PRICE VALIDITY PERIOD: .....		

**SECTION B: BIDDER INFORMATION**

NAME OF BIDDER:.....
POSTAL ADDRESS:.....
STREET ADDRESS:.....
TELEPHONE NUMBER: CODE..... NUMBER..... CELLPHONE NUMBER:.....
FACSIMILE NUMBER: CODE..... NUMBER..... EMAIL ADDRESS:.....
VAT REGISTRATION NUMBER:.....

**SECTION C: BIDDER SUPPORTING INFORMATION (PLEASE CIRCLE THE SELECTED ANSWER)**

1. HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?	<b>YES or NO</b>
2. HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?	<b>YES or NO</b>
3. IF YES FOR QUESTION 2, WAS THE B-BBEE CERTIFICATE ISSUED BY AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA), A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR?	<b>YES or NO</b>
4. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS OR SERVICES OFFERED?	<b>YES or NO</b>

## SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO THE COMRADES MARATHON ASSOCIATION PROCUREMENT POLICY AND THE GENERAL CONDITIONS OF CONTRACT.

1. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
2. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
3. Any alteration made by the bidder must be initialled.
4. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Bids submitted must be complete in all respects.
7. Bids will be opened in public as soon as practicable after the closing time of bid.
8. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other electronic means will be considered.
12. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
13. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
14. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
15. Use of correcting fluid/Tippex is prohibited. Usage of these products will invalidate the tender proposal document.
16. Where practical, prices are made public at the time of opening bids.

**ANNEXURE B: DECLARATION OF INTEREST FORM (SBD 4)**

Any legal person, or persons having a kinship with persons serving on the Board or a Standing Committee of the Comrades Marathon Association (CMA), or persons employed by the Comrades Marathon Association, including a blood relationship, may NOT make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). It is therefore required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

1. Full Name of bidder or his or her representative: .....
2. Identity Number: .....
3. Position occupied in the Company (director, trustee, shareholder member):.....
4. Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
5. Tax Reference Number: .....
6. Vat Registration Number: .....
7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in the paragraph below.  
"Shareholder means" – a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
8. Are you or any person connected with the bidder related to any staff member of the Comrades Marathon Association? **YES/NO**  
If so, furnish the following particulars:  
(a) Name of person / director / trustee/shareholder/ member: .....  
(b) Name of CMA staff member to which the person is connected: .....  
(c) Position of the CMA staff member: .....  
(d) Any other particulars: .....
9. Did you or your spouse, or any of the company's directors/ trustees/shareholders / members or their spouses conduct business with the Comrades Marathon Association in the previous twelve months? **YES/NO**  
If so, furnish particulars: .....
10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the Comrades Marathon Association and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**  
If so, furnish particulars: .....
11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the Comrades Marathon Association who may be involved with the evaluation and or adjudication of this bid? **YES/NO**  
If so, furnish particulars: .....

12. Do you or any of the directors /trustees /shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

If so, furnish details of directors /trustees /members /shareholders:

Full Names	Identity Number	Personal Income Tax Reference Number

**DECLARATION**

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED IN THE PARAGRAPHS ABOVE IS CORRECT. I ACCEPT THAT THE COMRADES MARATHON ASSOCIATION MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Name of Company

.....  
Signature of Bidder

.....  
Position in the Company

.....  
Date

**ANNEXURE C: PREFERENTIAL POINTS CLAIM FORM (SBD 6.1)**

This Preference Points Claim Form contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Points claimed in respect of B-BBEE status level must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.

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

1. Name of company / firm: .....
2. VAT Registration Number: .....
3. Company Registration Number: .....
4. Type of company (Firm Partnership / Joint Venture / Consortium / One person business / Sole propriety / Close corporation / Company Pty Limited): .....
5. Describe the principal business activities of the company: .....
6. Company Classification (Manufacturer / Supplier / Professional supplier / Other suppliers e.g. transporters etc.): .....
7. Has a B-BBEE certificate been issued to your company by a Verification Agency which is accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA. **YES / NO**
8. Will any portion of the contract be sub-contracted? **YES / NO**
  - a) If yes, indicate what percentage of the contract will be subcontracted?.....
  - b) The name of the sub-contractor?.....
  - c) Whether the sub-contractor is an EME? **YES / NO**
  - d) The B-BBEE status level of the sub-contractor?.....
9. Total number of years the company/firm has been in business?.....

10. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

The information furnished is true and correct.

- (i) The preference points claimed are in accordance with the BEE Status Level of Contribution as indicated in paragraph 9.3 on page 8 of this tender invitation document.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have —
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**Witnesses:**

- 1. ....
- 2. ....

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

**ANNEXURE E: PRICING SCHEDULE FOR SERVICES FORM (SBD 3.1)**

**SECTION A: BIDDER INFORMATION**

1. NAME OF BIDDER: .....

2. BID NUMBER: .....**CMA 4/2024**.....

3. OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.

4. PERIOD REQUIRED FOR COMMENCEMENT WITH PROJECT AFTER ACCEPTANCE OF BID: .....

5. ESTIMATED TIME FRAME FOR COMPLETION OF WORK: .....

6. ARE THE RATES QUOTED FIRM FOR THE FULL PERIOD OF CONTRACT? YES/NO

IF NOT FIRM FOR THE FULL PERIOD, PROVIDE DETAILS OF THE BASIS ON WHICH ADJUSTMENTS WILL BE APPLIED FOR, FOR EXAMPLE CONSUMER PRICE INDEX: .....

1. BID NUMBER: .....**CMA 4/2024**.....

2. DESCRIPTION: .....

3. BID PRICE IN RSA CURRENCY (EXCLUDING VAT) .....

- If more than one item, please use the same format as stated above for the various other items.

The above information must be used for the formulation of proposals. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R..... including Vat @ 15%.

**Witnesses:**

1. ....
2. ....

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



**ANNEXURE G: CERTIFICATE OF INDEPENDENT BID DETERMINATION FORM (SBD 9)**

1. This Standard Bidding Document (SBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a) Disregard the bid of any bidder if that bidder or any of its directors have abused the organisation's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by organisations to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  - a) In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
    - Includes price quotations, advertised competitive bids, limited bids and proposals.
    - Bid rigging (or collusive bidding) occurs when businesses that would otherwise be expected to compete secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process.
    - Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompany bid (Bid number and Description):

.....

In response to the invitation for the bid made by the Comrades Marathon Association, do hereby make the following statements that certify to be true and complete in every respect. I certify, on behalf (Name of Bidder):

.....

that:

- a) I have read, and I understand the contents of this Certificate;
- b) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- c) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- d) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- e) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

- f) 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 consortium' will not be construed as collusive bidding.
- g) In particular, without limiting the generality of paragraph "f" above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation);
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f) bidding with the intention not to win the bid.
- h) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- i) The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract. *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.*
- j) I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**ANNEXURE H: AUTHORITY TO SIGN A BID FORM**

1. If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid in the following format:

**AUTHORITY BY BOARD OF DIRECTORS** by resolution passed by the Board of Directors on  
.....20.....

Mr/Mrs (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company):

.....

**IN HIS/HER CAPACITY AS:**

.....

**SIGNED ON BEHALF OF COMPANY (PRINT NAME):**

.....

**SIGNATURE OF SIGNATORY:** .....

**DATE:** .....

**WITNESSES:**

1. ....

2. ....

2. If a Bidder is a sole proprietor (One-Person Business) the person who signs the bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the sole proprietor must be submitted with this bid, that is before the closing time and date of the bid in the following format:  
I, the undersigned

.....hereby  
confirm that I am the sole owner of the business trading as

.....

**SIGNATURE OF SIGNATORY:** .....

**DATE:** .....

**WITNESSES:**

1. ....

2. ....

3. If a Bidder is a partnership, the following particulars in respect of every partner must be furnished and signed by every partner:

Name of Partner	Residential Address	Signature

We, the undersigned partners in the business trading  
as.....hereby

authorise .....to sign this bid as well as any contract  
resulting from the bid and any other documents and correspondence in connection with this bid and / or  
contract on behalf of .....

**SIGNATURE**..... **DATE** .....

4. In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on  
.....20.....at.....,

Mr/Ms....., whose signature  
appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name  
of Close Corporation).....

SIGNED ON BEHALF OF CLOSE CORPORATION: .....

(PRINT NAME) IN HIS/HER CAPACITY AS .....

DATE: .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**

1. ....

2. ....

5. If the Bidder is a Co-operative, A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on .....20.....at.....,

Mr/Ms ....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative): .....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNED ON BEHALF OF CO-OPERATIVE:

.....  
.....

**NAME IN BLOCK LETTERS:**

.....

**WITNESSES:**

1. ....

2. ....

6. If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution / agreement passed / reached by the joint venture partners on: .....20 .....

Mr/Mrs., .....

Mr/Mrs.....

Mr/Mr.....

and

Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of: (Name of Joint Venture):

.....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

**SIGNATURE:** ..... **DATE:**.....

7. If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium: on: ..... 20.....

Mr/Mrs..... (whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

.....(Name of Consortium)

**IN HIS/HER CAPACITY AS:** .....

**SIGNATURE:** .....

**DATE:** .....

## ANNEXURE I: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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

Item	Question	Yes	No
4.1.	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1.	If so, furnish particulars:		
4.2.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1.	If so, furnish particulars:		
4.3.	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1.	If so, furnish particulars:		
4.4.	Was any contract between the bidder and any organisation terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1.	If so, furnish particulars:		

### CERTIFICATION

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**ANNEXURE K: SCHEDULE OF ALTERNATIVE BIDS**

(This form is to be used whenever it is applicable)

Consideration will be given to alternative offers which the bidder may wish to submit. Such offers shall be described, measured and priced in sufficient detail to enable the Comrades Marathon Association to evaluate the alternative. He/she shall set out his/her proposal clearly hereunder or alternatively make photocopies of the original bid documentation.

SECTION	PAGE	ITEM

SIGNATURE: .....

DATE: .....

NB: The Comrades Marathon Association reserve the right to accept or reject alternative bids in line with the bid requirements.