

RFP 00008-2015-TO PROVIDE EVENTS MANAGEMENT SERVICES TO TELKOM

Publish Date	: 13 April 2015
Closing Date	: 07 May 2015
Time	: 11:00
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Document Cost	: R50
Method of Payment	: Cash Only for purchase at the Tender office. In the event of payment at a TDS (Telkom Direct Shop) the original proof of payment to be submitted on collection.

Description:

Telkom requires the Services of the Events Management Partner

1. Pre-Qualification Criteria (Phase 1)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the closing date of this RFP, the Respondent must have an original valid SARS Tax Clearance Certificate. An original valid SARS Tax Clearance Certificate must be attached to the tender response.	ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
A Respondent's head office (i.e. main place of business) must be located within a radius of 100 kilometers from Telkom's Marketing Office (92 Oak Avenue, Highveld Park, Centurion)	Valid third party document indicating the physical address e.g. utility bill	YES – Please submit an original signed document or a certified copy
Business must be in existence for more than 3 years.		Yes- Please submit a list of Pinnacle events done over the last 3 years. Give 2 examples per year

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<p>The following required documentation to be properly completed, signed and submitted by a Respondent.</p>	<p>PRO FORMA AUTHORITY FOR SIGNATORY</p>	<p>Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>DECLARATION BY RESPONDENT (<i>Respondent agrees to and unconditionally accepts tender conditions</i>)</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>TELKOM LEGAL TERMS AND CONDITIONS FOR EVENTS MANAGEMENT</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>DECLARATION OF INTEREST</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>

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	<p>SUPPLIER'S CODE OF CONDUCT</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>TAXATION QUESTIONNAIRE AND DECLARATION</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**