



MHSC
Mine Health and Safety Council

Established in terms of Section 41(1) of the Mine Health and Safety Act, 1996 (Act 29 of 1996)
Western Woods Office Park, 145 Western Service Road, B7 Maple Place, Woodmead
Tel. No. (011) 656 1797 | Fax: (011) 656 1796

REQUEST FOR QUOTATION (RFQ)

RFQ 1883

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A CONFERENCING VENUE PACKAGE FOR TWO FULL DAYS AS REQUIRED FOR THE MINE HEALTH DIALOGUE TAKING PLACE ON 19 AND 20 MARCH 2026.

Closing date and time: 28 November 2025@11:00am

Validity Period: 30 Calendar days after the closing date

BRIEFING SESSION

Date:	25 November 2025
Time:	12:30pm – 13:30pm
Venue:	Microsoft Teams Join the meeting now Meeting ID: 387 910 746 991 76 Passcode: Ma7q49sA
Compulsory/ Non-compulsory:	Non-compulsory

BID DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS:

ebids@mhsc.org.za

NB: Only bid documents submitted via the designated email above will be accepted.



Enquiries: Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested in writing from:

Supply Chain Management – MHSC: ebids@mhsc.org.za

TERMS OF REFERENCE/SCOPE OF WORK

1.1 DESCRIPTION

Appointment of a Service Provider to Provide a Conferencing Venue Package for Two Full Days as Required for the Mine Health Dialogue Taking Place On 19 And 20 March 2026.

1.2 OVERVIEW

The Mine Health and Safety Council is a national public entity (Schedule 3A) established in terms of the Mine Health and Safety Act, No 29 of 1996, as amended.

The entity comprises a tripartite board represented by State, Employer, and Labour members under chairmanship of the Chief Inspector of Mines. The MHSC is funded by public revenue and is accountable to Parliament.

The main task of the Council is to advise the Minister of Mineral Resources on occupational health and safety legislation and research outcomes focused on improving and promoting occupational health and safety in South African mines. The Council also oversees the activities of its committees; promotes a culture of health and safety in the mining industry; arranges a summit every two years to review the state of occupational health and safety at mines; and liaises with the Mining Qualifications Authority and any other statutory bodies about mining health and safety.

1.3 CONTRACT PERIOD

The contract will be valid for a period of two days.

1.4 REQUIREMENT

The MHSC seeks to appoint a service provider in line with the requirements of the Public Finance Management Act (PFMA), to provide a two (2) full days conferencing package with hybrid set-up on 19 and 20 March 2026, and a networking cocktail session.

1.5 SCOPE OF WORK

The appointed service provider will be expected to implement project management practices to ensure successful execution of the conference up to conclusion in alignment with the MHSC's objectives, the contract value and the timeline.

1.5.1. VENUE REQUIREMENTS

- a. Two full days conferencing.
- b. Dates: 19 and 20 March 2026
- c. Day 1 and Day 2: Full day conferencing package for 400 delegates in classroom style.
- d. Day 1 and Day 2: One operation room next to the conference venue for printing and administrative work (15 delegates capacity).
- e. Day 1: Afternoon cocktail session for 350 delegates.
- f. Day 1: Three additional breakaway rooms required. (30 delegates capacity)
 - Each breakaway room must include conference facilities (e.g. projector, 2 microphones, mints and water)
- g. Wheelchair accessible and compliant with all health and safety regulations.

Exhibition:

- Both days with space/ area to accommodate 20 exhibition stands.
- Space to be either inside or close to the conference venue.
- 20 Tables and 40 chairs required – no shell scheme.
- 20 Black tablecloths for each table.
- Extension cables and plug points in the exhibition area, for each exhibition table.



Two (2) Day Conferencing package to include:

- Conferencing packages with notepad, bottled water, pen, mints, morning tea with snacks, midmorning tea with snacks, lunch, and afternoon tea with snacks
- Day 1: Two (2) bottled waters for each delegate (one in the morning and one in the afternoon), as part of the package
- Day 2: One (1) bottled water for each delegate, as part of the package
- A small operations room close to the conference room - will be used for printing and storage by the MHSC
- The conferencing venue and ablution facilities should be wheelchair friendly
- One Safety officer to be on site for duration of the conference.
- Emergency services should be available (i.e. an ambulance/ medic room with paramedics)
- Venue to comply with relevant regulatory standards including health and safety standards and legislation.
- Emergency exits should be clearly visible and accessible, including an assembly point and valid fire extinguishers.

AV and Technology related requirements:

- Two (2) large overhead projector screens at the front on the left and right (flanking the stage)
- Two (2) smaller screens in the middle of the conference room on the left and right for delegates sitting at the back to have visual
- 1 Stage (able to accommodate 6 tub chairs for panel discussions)
- 1 podium with microphone
- 2 lapel microphones for programme directors
- 4 roving microphones
- 1 comfort floor screen for presenters
- Hybrid audio visual setup to allow for webinar connection on MS Teams and Youtube (MHSC licenses and links will be provided for both platforms)

- A dedicated network line connection (for a seamless uninterrupted hybrid connection)
- Three 55-inch TV screens with stands, at exhibition area
- Extension cables and plug points in the main conference venue
- Backup generator with quick transition (to kick-in within a few seconds of power-cut).

Cocktail session requirements:

- Networking cocktail session with décor (MHSC colours) preferably in the garden, if any.
- Cocktail tables (to accommodate 350 delegates).
- DJ (to bring own equipment) (from 16:00 – 20:00)

Meal requirements:

- A valid certificate of acceptability for serving food will be required
- This is a health conference; thus healthy menu is required - to be discussed with appointed service provider.
- Arrival/morning tea and snacks - healthy snacks required
- Day 1: one snack bar on each table seating required.
- Day 2: one apple on each table seating required.
- Day 2: braai menu for lunch preferred
- Mid-morning snacks - healthy snacks required
- Lunch with assorted drinks (soft drinks and 100% juices)
- Afternoon snacks - healthy snacks required
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations
- All meals to accommodate vegetarians, halal, and vegans.

General requirements:

- As part of evaluation, a site inspection of premises will be conducted in line with requirements of the scope. This will include meal tasting for the food that will be served during the two days and the networking session.
- Provision to be made for setting-up the day before the event is required (afternoon/late afternoon)

IMPORTANT NOTE FOR THIRD PARTY BIDDERS:

- a) must state the name of the conference venue in their response and quotation
- b) must do a site visit of the proposed venue as part of conducting due diligence
- c) must be onsite throughout the conference and available to resolve any issue/concerns that arise.

	Item		Details	Number of days	Number/ Quantity
1	Main Conferencing event <i>Day 1 and Day 2</i>	Conference Package	a) Conference venue hire (Classroom seating style)	2	400
			b) Large Screens <i>(with PA System, Audio Visual, equipment to allow presentations)</i>	2	2
			c) Comfort floor screen	2	1
			d) Lapel microphones for programme directors (both days)	2	2
			e) Roving microphones	2	4
			f) Podium/ lectern with microphone	2	1
			g) Extensions and plug points for all delegates	2	1
			h) Bottled water on tables (x2 bottles each on day 1) <i>(only additional bottles to package to be quoted)</i>	1	800

		i) Bottled water on tables (x1 bottle each on day 2) <i>(to be quoted only if not included as part of the conference package)</i>	1	400
		j) Pens and notepads <i>(to be quoted only if not part of the conference package)</i>	1	400
		k) Arrival tea, coffee, juice with healthy snacks: e.g. fruit skewers/kebabs; variety sandwiches, samosas and wraps <i>OR similar healthy options according to your package.</i> <i>Snacks to accommodate 10 halal, vegetarian and vegan meals</i>	2	400
		l) Tea Breaks snacks: Tea, coffee, juice with healthy snacks <i>(include left-overs from the morning snack, if any)</i> <i>Snacks to accommodate 10 halal, vegetarian and vegan meals</i>	2	400
		m) Lunch <i>(menu to be discussed)</i> Braai menu preferred for day 2 <i>Snacks to accommodate vegetarian and vegan meals</i>	2	400
		n) Assorted Soft drinks with lunch <i>(to be quoted only if not part of the lunch)</i>	2	400
		o) Halal meals	2	10
	Day 1 – table drop	Snack bar on each table	1	400
	Day 2 – table drop	Apple on each table	1	400
	Hybrid services	<i>Audio visual hybrid setup with a dedicated line for uninterrupted connection – for hosting live session</i>	2	1
	Back-up power/ generator	Back-up power/ generator with fast automatic switchover	2	1
	Exhibition area	Tables with tablecloths <i>A small area, inside the venue/ covered patio or foyer/close to the conferencing venue in the tea area.</i>	2	20

			Chairs (x2 for each table)	2	40
			Extensions and plug points for each exhibition table	2	20
		Stage	Approximate Dimensions: Approx. 6m (length) x 4m (width) Steps, skirting and ramp for wheelchair access to be included (to be quoted only if not part of the package, or if smaller than approx. size provided)	1	1
2	Breakaway Sessions	Rooms	Smaller conference rooms to accommodate about 30-35 people in each	1	3
3	Operations room	Ops room	Small room for printing and storage, size to accommodate approx. 15 people	2	1
4	Networking Session	Cocktail venue set-up	Venue suitable for Networking cocktail session Garden setup preferable (otherwise patio, lapa, depends on venue facilities available)	1	350
			Round cocktail tables	1	30
			Tablecloths for Cocktail tables with tiebacks	1	30 (each)
			3 Seater Sofas	1	2
			2 Seater Sofas	1	2
			Coffee tables	1	2
			Minimal Décor (string lights, flowers, etc) – to be discussed (also dependent on the packages available)	1	1
			Food and beverages - menu to be discussed	1	350
			Meals to accommodate 7 halal, vegetarians and vegans.	1	7
			DJ (to bring own equipment)	1	1
			Small Stage for the DJ (other entertainment) - Approx. 3 x 3m size	1	1
4	General	General Security	Emergency services (an ambulance with 2 paramedics/ medic room with 2 paramedics)	2	1
			Safety Officer	2	1
			Public liability insurance	2	1

1.6. Mandatory requirement: to be completed ONLY by 3rd party bidders:

2. Has the venue be sourced or provisionally booked? (Yes/No)	
3. Has the conference venue site visit been done? (Yes/No)	
4. Name of the proposed conferencing venue:	

1.7. BRIEFING SESSION

A non - compulsory briefing session will take place via MS Teams on the 25 November 2025 @ 12:00 – 13:00pm.

A venue site visit will be required as part of evaluation.

1.8. DUE DATES

Exhibition and Conferencing Set-up, dry runs, testing of equipment should be provisioned for the day before the conference on 18 March 2026 (TBC).

RFQ EVALUATION PROCESS

SCM COMPLIANCE REQUIREMENTS (RETURNABLE DOCUMENTS)

The RFQ will be evaluated in **4** phases as mentioned below:

1. Phase 1: SCM compliance requirements.
2. Phase 2: Mandatory/Technical Evaluation
3. Phase 3: Site Visit
4. Phase 4: Price and Specific Goals.

Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. MHSC reserve the right to accept or reject an RFQ based on the completeness and correctness of the documentation and information provided.

No award will be done without complete provision of returnable documents and any schedules. Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals as set out in the Returnable Document List below.

MHSC evaluates only procurement responses that are 100% acceptable in terms of the Returnable Document List and disqualifies non-acceptable responses for Stage 2 in line with the terms and conditions of the RFQ.

Returnable documents are categorized as follows:

Invitation to Bid (SBD 1)	Fully completed and signed.
Bidders' Disclosure form (SBD 4)	Fully completed and signed.
SBD 6.1 (Preference Claim Form)	Fully completed and signed. Proof of evidence: valid certified sworn affidavit or valid certified B-BBEE certificate. Bidders should ensure the points are correctly claimed for the specific goals and information is captured correctly and information is true.
Pricing Schedule (SBD 3).	The bidder must submit and attach to the RFQ response fully completed pricing Schedule (SBD 3) and valid quote on company letterhead. Pricing schedules must be completed in full. Should the total bid prices differ, or calculation errors be identified, the one indicated on the pricing schedule shall be considered the correct price.
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Please provide proof of registration on the Central Supplier Database. Only suppliers who are

	registered with the Central Supplier Database (CSD) will be considered
Tax Verification	Proof of Tax Verification PIN from SARS or CSD supplier number

NB: MHSC only conducts business with bidders whose tax matters are in order. Failure to comply in terms of tax obligations will render your bid non-responsive and disqualified. It is the responsibility of the bidder to ensure they are tax compliant at time of submitting their response.

Phase 2: Mandatory Evaluation

- Verify that mandatory requirements are met as per the bid document.
- The bidder must indicate its compliance / non-compliance to the requirements and should
- substantiate its response/s with supporting evidence. If more space is required to justify compliance,
- please ensure that the substantiation is clearly cross-referenced to the relevant requirement.
- Failure to comply with Mandatory Requirements will lead to the bidder being disqualified and not considered for further evaluation.

FUNCTIONALITY	Comply / Not Comply
A valid Certificate of Acceptability (from the relevant government department, issued under the company name of the conference venue) is attached by the service provider.	

Phase 3: Site Visit

Only bidders who meet **all** site visit requirements will be considered for further evaluation.

FUNCTIONALITY	Comply / Not Comply
Conference venue capacity (in classroom seating style) can accommodate 400 delegates in Gauteng, Sandton / Lanseria / Muldersdrift/ Fourways / Randburg Area	
Exhibition venue/area is close to the conference venue and can accommodate 20 exhibitors	
Networking session venue/area can accommodate 350 delegates	
Conference premises are wheelchair friendly	

Phase 4: Price and Specific Goals Evaluation

PRICING INSTRUCTIONS	
1.	Applicable currency: All prices shall be quoted in South African Rand (R).
2.	Completion of pricing schedule: Bidders shall complete the pricing schedule in full, inserting all the information required therein.
3.	Price Quotation Basis: total prices quoted must be inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods. Where imported goods/services are to be used, and pricing is subject to exchange rate fluctuations, the exchange currency against the Rand must be stipulated, as well as the exchange rate at the time of bidding. The portion of the bid price subject to exchange rate fluctuations must be stated. Price changes whether because of CPI, PPI, industry extensions or expansions will be allowed in terms of the signed contract by both parties.)
4.	Submission of pricing: bidders must submit their pricing proposals with the technical proposal. The pricing folder must be clearly labelled as such.

PRICE SCHEDULE (SBD 3.1 Firm Unit Prices)
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The following Schedule of Prices must be completed by the Tenderer. The total price must include everything necessary to complete the terms of the Specifications or scope of work.

Total Cost is determined by multiplying quantity by unit price for all line items.

ITEM	DESCRIPTION	NUMBER/ QUANTITY PER DAY	NUMBER OF DAYS	UNIT PRICE	TOTAL PRICE
Conference Package	Conference venue hire package (Classroom seating style)	400	2		
	Large Screens (with PA System, Audio Visual, equipment to allow presentations)	2	2		
	Comfort floor screen	1	2		
	Lapel microphones for programme directors (both days)	2	2		
	Roving microphones	4	2		
	Podium/ lectern with microphone	1	2		
	Extensions with plug points (all delegates)	1	2		
	Bottled water (x2 bottles each on day 1)	800	1		
	Bottled water (x1 bottle for each delegate on day 2)	400	1		
	Pens and notepads (quoted only if not part of the conference package)	400	2		
	Arrival tea, coffee, juice with healthy snacks: e.g. fruit skewers/kebabs; variety sandwiches, samosas and wraps OR similar healthy options according to your package. Snacks to accommodate 10 halal, vegetarian and vegan meals	400	2		
	Tea Breaks snacks: Tea, coffee, juice with healthy snacks (include left-overs from the	400	2		

	morning snack, if any) Snacks to accommodate 10 halal, vegetarian and vegan meals				
	Lunch (menu to be discussed) Braai menu preferred for day 2 Lunch to accommodate vegetarian and vegan meals	400	2		
	Assorted Soft drinks with lunch (to be quoted only if not part of the lunch)	400	2		
	Halal meals	10	2		
Day 1 – table drop	Snack bar on each table	400	1		
Day 2 – table drop	Apple on the table	400	1		
Hybrid services	Audio visual hybrid setup with a dedicated line for uninterrupted connection – for hosting live session	1	2		
Back-up power/ generator	Back-up power/ generator with fast automatic switchover	1	2		
Exhibition area	Tables with tablecloths A small area, inside the venue/ covered patio or foyer/close to the conferencing venue in the tea area	20	2		
	Chairs (x2 for each table)	40	2		
	Extensions and plug points - exhibition	20	2		
Stage	Approximate Dimensions: Approx. 6m (length) x 4m (width)	1			

	Steps, skirting and ramp for wheelchair access to be included (to be quoted only if not part of the package, or if smaller than approx. size provided)		2		
Breakaway Sessions	Smaller conference rooms to accommodate about 30-35 people in each	3	1		
Ops room	Small room for printing and storage, size to accommodate approx. 15 people	1	2		
Networking Session Cocktail venue set-up	Venue suitable for Networking cocktail session Garden setup preferable (otherwise patio, lapa, depends on venue facilities available) (Day 1)	350	1		
	Round cocktail tables (Day 1)	30	1		
	Tablecloths for Cocktail tables with tiebacks (Day 1)	30 (each)	1		
	3 Seater Sofas (Day 1)	2	1		
	2 Seater Sofas (Day 1)	2	1		
	Coffee tables (Day 1)	2	1		
	Minimal Décor (string lights, flowers, etc) – to be discussed (also dependent on the packages available)	1	1		
	Food and beverages – menu (quote only if not part of the venue hire) (Day 1) Evening	350	1		

	Meals to accommodate 7 halal)	7	1		
	DJ (to bring own equipment) (Day 1) (from 16:00 – 20:00)	1	1		
	Small Stage for the DJ (other entertainment) - Approx. 3 x 3m size	1	1		
General Security	Emergency services (an ambulance with 2 paramedics/ medic room with 2 paramedics)	1	2		
	Safety Officer	1	2		
	Public liability insurance	1	2		

GRAND TOTAL (VAT Inclusive): R.....

Prices quoted are fully inclusive of all costs including applicable taxes and disbursements and other overheads. ((Please note that all prices quoted should be **inclusive** of Value Added Tax (VAT) and Price fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance, and any other costs relating to this bid.

Price changes whether because of CPI, PPI, industry extensions or expansions will be allowed in terms of the signed contract by both parties.)

Specific goals

Bid price proposals are compared on an equal and fair basis, considering all aspects of the bid pricing requirements. Qualifying bids are ranked on price and specific goals points claimed in the following manner:

- (i) **Price** - with the lowest priced bid receiving the highest price score as set out in the Preferential Procurement Regulations 2022.
- (ii) **Preference** - preference points are allocated in accordance with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and its Regulations 2022 as claimed in the specific goals claim form (SBD 6.1) are added to the price ranking scores. The points for specific goals must be supported by a valid B-BBEE certificate or certified sworn affidavit.

A maximum of 80 points will be allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Type equation here.

Where;

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

A maximum of 20 points will be allocated for specific goals on the following basis:

- The tenderer must indicate how they claim points for each preference point system in line with the specific goals of the RFQ as outlined in SBD 6.1.

1.6 PRICE NEGOTIATIONS

The award of this RFQ may be subject to price negotiations where there are opportunities where prices are not market related. Under no circumstances will negotiation with any Bidders, constitute an award or promise/ undertaking to award the contract.

1.7 PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

MHSC adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021. As MHSC, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully, and transparently.

1.8 OCCUPATIONAL HEALTH AND SAFETY

The service provider acknowledges that he is fully aware of the provisions of the OHS Act 85 of 1993 and that he is an employer in his own right with duties and responsibilities as prescribed in the Act.

1.9 IMPORTANT NOTICE TO BIDDERS

Bidders are to be aware of scammers who pose as MHSC employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.

MHSC is in no way selling the bid document, all documents shall be found on the MHSC website and National Treasury eTender Portal and awarded bids are notified through the website and MHSC shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.

GENERAL CONDITIONS OF CONTRACT (GCC)

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

This Request for Quotation and any contract emanating from this Request for Quotation are subject to the General Conditions of Contract (GCC) which were revised in July 2010.

The General Conditions of Contract (GCC) revised and issued by National Treasury in July 2010 are available on the website of National Treasury.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

The SBD 7 contract form will be required, where applicable, from the recommended bidder upon award.



STANDARD CONDITIONS OF RFQ

- A submission submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of thirty (30) days from the date of submission to the MHSC. Bidders may not modify their initial pricing offer whilst the bid validity period is still in force.
- No service will be rendered, or goods delivered before an official MHSC Purchase Order has been issued.
- It is the responsibility of the bidder to ensure that its response reaches MHSC on or before the closing date and time of the bid.
- Bidders may not make any alterations or additions to the content of this bid document, except to comply with the instructions issued by the MHSC.
- There shall be no discussions with any enterprise until evaluation of the proposal has been complete.
- RFQ's received after closing time and date will be classified as LATE and will not be considered.
- MHSC reserves the right to cancel this RFQ due to the following reasons:
 - a) Due to changed circumstances, there is no longer a need for the services specified in this RFQ.
 - b) Funds are no longer available to cover the total envisaged expenditure for the project.
 - c) No RFQ meets the required specifications.
 - d) There is a material irregularity in the RFQ process.
 - e) Bidder fails to deliver in accordance with the requirements of the RFQ. The MHSC reserves the right to terminate the contract/PO during the first week after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will not be able to fulfil the requirements as contained in the contract.
 - f) Payment will be made in accordance with section 38(1)(f) and 76(4)(b) of the PFMA and Treasury Regulations 15.10.1. and 8.2.3 (within 30 days from receipt of invoice after completion of deliverables).



DUE DILIGENCE

The MHSC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information. The MHSC may where applicable request samples from the bidder/s to confirm capability.

RFQ AWARD

Awarding of RFQ's will not be published on the National Treasury e-tender portal or MHSC' website. No regret letters will be sent out. An RFQ is considered awarded when an official purchase order as signed by the delegated authority of the MSC is issued to the service provider. Goods may be delivered, or services may be rendered only with an official purchase order as signed and issued by the MHSC.

REASONS FOR DISQUALIFICATION

MHSC reserves the right to disqualify any bidders who do not comply with one or more of the following RFQ requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply).
- Bidders who are not registered with the Central Supplier Database (CSD).
- submitted incomplete information and documentation according to the requirements of this RFQ document.
- submitted information that is fraudulent, factually untrue or inaccurate information.
- received information not available to other potential bidders through fraudulent means.
- failed to comply with mandatory and technical requirements as stipulated in the RFQ document.
- misrepresented or altered material information in whatever way or manner.
- promised, offered, or made gifts, benefits to any The Mine Health and Safety Council (MHSC) employee.
- canvassed, lobbied to gain unfair advantage.
- committed fraudulent acts; and
- acted dishonestly and/or in bad faith etc.

NB: it is the responsibility of the bidder to ensure the bid response is fully completed and signed and all required documents are valid and submitted upon closing date. The bidder should ensure that their response reaches the MHSC on the stipulated date and time.



1. PART F: STANDARD BIDDING DOCUMENTS

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MINE HEALTH SAFETY COUNCIL					
BID NUMBER:	RFQ 1883	CLOSING DATE:	28 November 2025	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A CONFERENCING VENUE PACKAGE FOR TWO FULL DAYS AS REQUIRED FOR THE MINE HEALTH DIALOGUE TAKING PLACE ON 19 AND 20 MARCH 2026.				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE DESIGNATED EMAIL ADDRESS BELOW					
ebids@mhsc.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM	CONTACT PERSON	Florence Magampa		
TELEPHONE NUMBER		TELEPHONE NUMBER			

FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	ebids@mhsc.org.za		E-MAIL ADDRESS	fmagampa@mhsc.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					



IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED, WHERE APPLICABLE TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL



SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

Bidders are not allowed to contact any other MHSC staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under “correspondences”.

BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

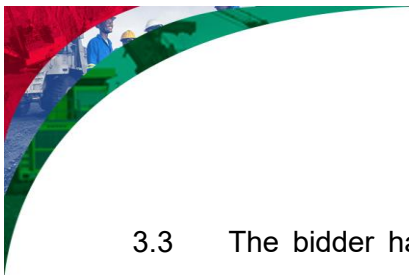
.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

- 
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, 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.

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



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

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

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



MHSC

Mine Health and Safety Council

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

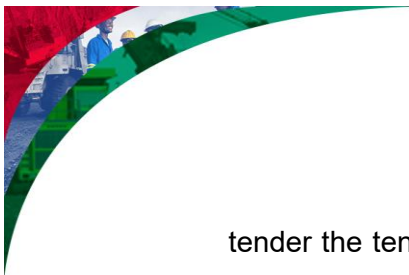
Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this



tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (example)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black owned enterprises <i>“enterprises owned by black people”</i> . Persons historically disadvantaged on the basis of race:	Total Points: 10 100% black ownership = 10 76% to 99% black ownership = 8 61% to 75% black ownership = 6 41% to 60% black ownership = 4 20% to 40% black ownership = 2	For example, if the bidder’s Black Ownership is between 61% and 75%, it will score/claim 6 points for 80/20	

	0 to 19% black ownership = 0		
<i>Black women owned enterprises</i> <i>“Enterprises owned by women”</i> Persons historically disadvantaged on the basis of gender:	Total Points: 5 100% black women ownership = 5 76% to 99% black women ownership = 4 61% to 75% black women ownership = 3 41% to 60% black women ownership = 2 20% to 40% black women ownership = 1 0 to 19% black women ownership = 0	For example, if the bidder is 61 to 75% owned by Women, it will score/claim 3 points for 80/20.	
<i>Enterprises owned by Youth</i> <i>“Enterprises owned by people who are youth.”</i> Persons historically	Total Points: 5 100% owned by youth = 5 76% to 99% owned by youth = 4	For example, if the bidder is 61 to 75% owned by Youth, it will score/claim 3 points for 80/20.	

disadvantaged on the basis of youth.	61% to 75% owned by youth = 3 41% to 60% owned by youth = 2 20% to 40% owned by youth = 1 0 to 19% owned by youth = 0		
Total Points for Specific Goals	20.00		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)



SURNAME AND NAME:

DATE:

ADDRESS:

.....