



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)

Enquiries: SCM

Email: tenders@mhsc.org.za

31 July 2026

To: Prospective Bidders – MHSC 020/2026-27: Appointment of a service provider to provide conferencing and events management services to the MHSC for a period of three years.

Clarifying Questions and Answers: 31 July 2026

1. PURPOSE

To provide prospective bidders with answers in response to questions raised by email for the appointment of a service provider to provide conferencing and events management services to the MHSC for a period of three years. MHSC 020/2026-27.

2. BACKGROUND

The Mine Health and Safety Council (MHSC) has issued Bid MHSC 020/2026-27 for appointment of a service provider to provide conferencing and events management services to the MHSC for a period of three years.

3. QUESTIONS AND ANSWERS

The following answers address the questions asked during the non-compulsory briefing session.

The table below consolidates the post-briefing queries and MHSC's corresponding responses.

Summary of Questions with Answers:

NO#	DESCRIPTION	RESPONSES
1	Bidders raised a lot of questions about the pricing schedule during the briefing session, and it was concluded that an addendum will be made to address the questions raised.	Please see annexure A below. Bidders must use annexure A as a new pricing schedule.

All other terms and conditions of the tender document remain unchanged. Bidders are requested to take this addendum to take this addendum into account when preparing their bids.

4. ISSUED BY:

MHSC Supply Chain Management

5. ENQUIRIES:

All further questions must be submitted in writing to the address stipulated in the bid by the deadline indicated therein. Responses (if any) will be circulated to all prospective bidders.

ANNEXURE A

SBD 3: THE PRICING

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.
4.	Submission of pricing: bidders must submit their pricing proposals with the technical proposal. The pricing folder must be clearly labelled as such.
BID PRICE SCHEDULE (SBD 3.1 Firm Unit Prices)	

Detailed Pricing Schedule

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.

NO	DESCRIPTION	QUANTITY	COST PER PERSON / UNIT	COST PER DAY	MANAGEMENT FEE	TOTAL COST (INC VAT)

1.	<u>FULL CONFERENCE PACKAGE</u> Projector, pen and writing pad, Lunch & morning/afternoon snacks, audio visual, screen, hybrid, roving microphones	1	R		R	R
2.	<u>SECRETARIAT SERVICES</u> - RSVP handling - Registration of delegates - Name tags printing. etc NB: the list is not exhaustive	1		R	R	R
3.	<u>SECRETARIAT SERVICES</u> Minutes taking and report writing	1		R	R	R
4.	<u>SECRETARIAT SERVICES</u> Photography and videography	1		R	R	R

5.	<u>SECRETARIAT SERVICES</u> Sourcing of programme director and entertainment	1			R	R
SUBTOTAL			R	R	R	R
VAT (15%)			R	R	R	R
TOTAL INC VAT			R	R	R	R

NB. The table above is for evaluation purposes only, however the fees will remain fixed, MHSC events vary based on delegate numbers, scale and geographical location in all 09 provinces.

TOTAL BID PRICE FOR THREE YEARS (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 the estimated grand total will be used for evaluation purposes, however the itemised costs must remain fixed for the duration of the contract subject to Price fluctuations for the duration of the contract should there be any. Where applicable the price should include Supply, Delivery, Maintenance, and any other costs relating to this bid.