



Central University of
Technology, Free State

TENDER DOCUMENTATION

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER DECORATIONS SERVICES FOR GRADUATIONS AND
OFFICIAL OPENINGS AT THE CENTRAL UNIVERSITY OF TECHNOLOGY (BLOEM & WELKOM CAMPUSES)
FOR A PERIOD OF 36 MONTHS, AS AND WHEN REQUIRED.**

Period: Three (3) Years (2026–2029)

TENDER NO: T09/2026 PU801416/004

Tenderers are hereby invited to submit their tender for the appointment of a service provider for the graduations at the Central University of Technology, Free State (CUT) Bloem & Welkom Campuses, to appoint of a service provider to render decorations services for graduations and official openings at the central university of technology for a period of 36 months services subject to the supplier conditions of CUT as stipulated hereinafter, to complete this set of documents and together with all required supporting documents, address it in a sealed envelope marked with the above mentioned tender number and hand it in at the Tender box at:

COMPULSORY BRIEFING MEETING

NO

Tender Validity	This Tender is valid for a period of 120 calendar days calculated from the closing date and time specified above.
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Company Name		
CSD Registration No.	MAAA	
SARS TCS Pin		
Address		
Contact person	Ms/Mrs/Mr/Prof/Dr	
Contact numbers	(w)	(cell)
Email address		

I certify that this Tender is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a Tender or the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to attendee by all conditions of this Tender and certify that I am authorized to sign this Tender.

.....
AUTHORISED SIGNATURE

.....
PRINT NAME

SCOPE OF SERVICES

8.1 BLOEMFONTEIN CAMPUS

8.1.1 DÉCOR FOR THE HOLDING ROOM

FIRST CLEAN LOUNGE SET WITH CLEAN CUSHIONS AND COFFEE TABLE



SECOND LOUNGE WITH COFFEE TABLE



ONE OF EACH



THREE COCKTAIL TABLES



TWO OF MURROW ACCENT CHAIRS



ONE BAR TRESTLE TABLE WITH 6 CHAIRS



8.1.2 DÉCOR FOR THE BASEMENT (PLEASE SEE PICTURES BELOW)

• COLAMY French Country Vintage Dining Chairs with Round Back:		250
• Delicate floral arrangements and gold accents:	25	
• Transparent charger plate yellow:		250
• Gold vase with flowers:	25	
• Gold cutlery:		250
• Peach and Pastel theme Napkins:		250
• Peach and Pastel Blush-toned draped fabric runner:	25	



- WHITE DRAPING DIVIDER INSIDE BASEMENT



SERVING STATIONS IN THE BASEMENT

WHITE TABLECLOTHS 4 FOR A SERVING STATION

8.1.3 MAIN HALL BOETTROSKE

8.1.3.1 STAGE FOR DÉCOR FOR BLOEMFONTEIN

INTERLOCKING TILE CARPETING IN THIS SEQUENCE 18MX12M (MIX OF GREY, SEE PICTURE BELOW)



CEREMONIAL RED RUNNER CARPET 10M X 2M (5)



BACKDROP ON THE STAGE



BACKDROP IN FRONT OF THE STAGE AND FLOWERS



BLACK STRETCH 50 CHAIR COVERS FOR THE STAGE



BLACK STRETCH 60 CHAIR COVERS ON THE FLOOR.



INTERLOCKING RED CARPET TILE FOR ENTRANCE OUTSIDE THE HALL:
WILL BE PROVIDED)

18MX12M (MEASUREMENTS



INCLUDED IN THE 5 RED RUNNERS (10M) AND 8 RED STATIONS



8.2 WELKOM CAMPUS

8.2.1 MARQUEE TENT FOR 120 PAX (HOLDING ROOM)

SCHEMATIC



- 6 x Long Rectangular Tables
- 6 x Round Tables
- 120 x Tablecloth (per theme)
- 12 Centrepiece





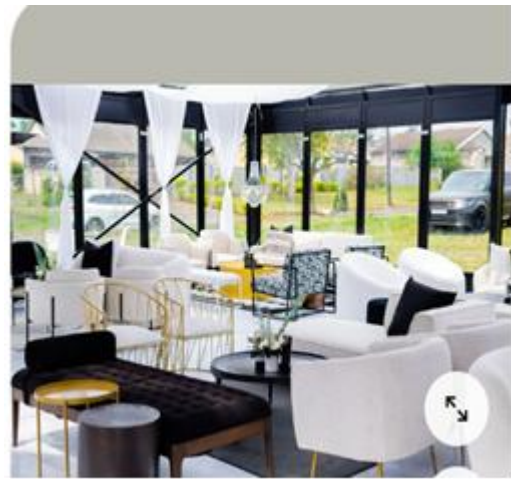
120 Tiffany chairs



120 underplates.



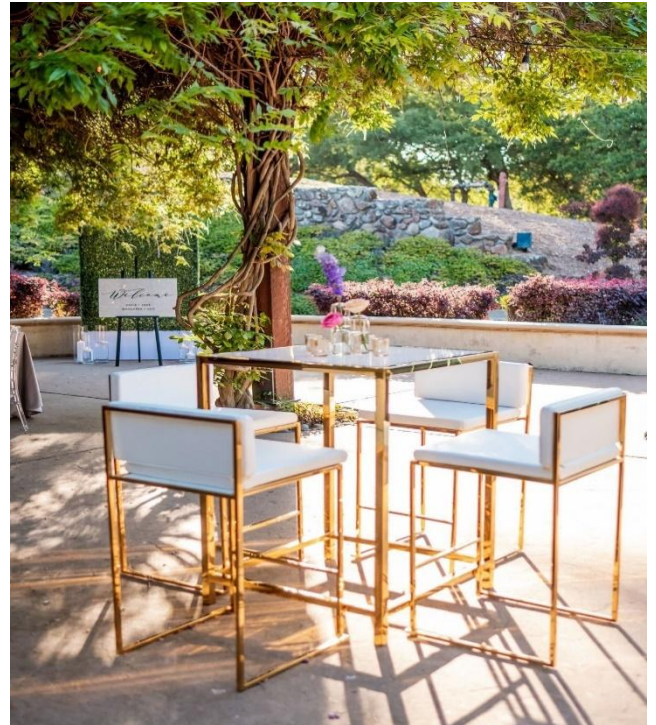
120 x clean cutlery



Lounge *Mix of couches and cocktail tables* - 50 pax



8.2.2 MULTI-PURPOSE GLASS CORRIDOR 50 PAX (PROCESSION HOLDING ROOM)



8.2.3 MULTIPURPOSE HALL (MAIN CEREMONY)



-
- 30 x Tiffany chairs with black cushions
- 2 x 20 m red ceremonial carpet
- 40 x Black stretch chair cover

Flowers

NB: Please keep in mind that any flowers in the Multipurpose Hall and Marquee tent must be pollen-free.

2 x short White Pillars (see picture below)

Urns for Masses

Large Mass Arrangements (summer Masses)



- 1 Podium Arrangement flowers
- Potplants to cover Full Front (15 m) of Stage (see picture below)



- iii. 20 x centrepiece flower arrangements for tables (see picture below)



8.2.4 MARQUE FRAME TENT 20 M X 20M SIZE FOR ACADEMIC PROCESSION FOR 2 DAYS.



8.2.5 Specifications of Marquee Tent:

- Color: White (clean inside and outside)
- Capacity: 150 guests
- Shape: Rectangular
- Dimension: 20 m x 20 m frame tent
- Water resistance: Durable and waterproof fabric
- Doors: Aluminum or steel framework (doors)
- Glass or transparent panel side walls: Covers 2 sides of Marquee
- Closure Type: Hook & Loop, Drawstring
- Central Zipper: Easy entry, exit, evacuation, and ventilation, closes the sidewall with a zipper for privacy and security
- Ultraviolet Light Protection: 50+
- Frame material: Aluminum
- Flooring: interlock floor PVC rubber Tile and Carpets for size of 20m x 20m
- Marquee Tent
- Lighting: LED Lights

8.2.6 Requirements for erecting a marquee tent:

- Fire safety: two DCP fire extinguishers should be provided.
- Site preparation: ensure ground is stable, free from debris and adequately compacted.
- Provide maximum capacity load.
- Working at heights: only trained personnel should work at heights, approved ladders & scaffolding to be used, proper PPE worn.
- General safety: maximum capacity should not be exceeded, clear exit routes, don't block the exits and fire equipment.
- Engineer certificate should be provided.
- Note that it is the responsibility of the tenderer to supply, deliver, erect and decommission this tent.

8.3 Rental of Air-conditioning for Tents

- 60000btu air conditioner (X 4)
- Note that it is the responsibility of the tenderer to supply, deliver, instal and decommission these four (04) air-conditioners.

1. EVALUATION CRITERIA

9.1 PHASE 1 - MANDATORY REQUIREMENTS EVALUATION

All Tenderers **must** attach the following documents, as listed below. Failure to submit any of the documents listed below will result in the Tender not being evaluated further.

Consortiums and Joint Ventures

If the tendering unit emanates from a joint venture (JV) or collaborative partnership (including a newly formed company), which does not have a **joint** track record, the individual entities that make up the tendering unit/joint venture should each provide all the mandatory requirements. **Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the joint venture will be disqualified.** It is recognized that Tenderers may wish to form consortia to provide the Services.

No.	CATEGORY	COMPULSORY DOCUMENT REQUIRED
1.	Identifying Documentation-Tenderer	• If it is a company or close corporation: a copy of the certificate of incorporation issued by CIPC or its predecessor or Summary of proof of registration with National Treasury's Central Supplier Database (CSD) with an active status.
2.	Taxation	• Valid tax clearance certificate or pin issued by the South African Revenue Service (SARS).
3.	Declaration of Interest by Bidder form	• Fully completed and signed.
4.	Certificate of Independent Bid Determination	• Fully completed and signed.
5.	Form of Tender	• Duly completed in full and signed Form of Tender. • Duly Pricing Schedule which is completed in full.
6.	Purchase of Tender document	• Attach proof of payment for the purchase of the tender document by the bidding entity.
7.	B-BBEE certificate or sworn affidavit	• Valid B-BBEE certificate or sworn affidavit

9.2 PHASE 2 - FUNCTIONALITY EVALUATION CRITERIA

The evaluation criteria for functionality aims to assess the capability of the service providers to execute and maintain the requirements as outlined in the tender. Service providers need to obtain a minimum percentage score of 70% (70 points) and above in order to progress to the next stage of evaluation.

	SCORING / EXPLANATION	MEANS OF VERIFICATION / DOCUMENTS REQUIRED TO BE SUBMITTED	WEIGHT POINTS
Experience and Expertise	30 Points: The service provider must have experience and expertise in decoration services in graduations or similar capacity ceremonies / events for 5 years and more (of which 2 years must be within 2020-2026). 20 Points: The service provider must have experience and expertise in decoration services in graduations or similar capacity ceremonies /events for 3 years to less than 5 years (of which 2 years must be within 2020-2026). 10 Points: The service provider must have experience and expertise in any ceremonies for 2 years to less than 3 years (of which must be within 2020-2026). -0 Points: Less than 2 years.	Tenderers MUST provide performance reports or reference letters from the previous clients. Proven experience in graduation or similar capacity including references and examples of past work e.g. Pictures, video etc. (Provide soft copies)/ YouTube / Facebook Link Failure to provide the above documentation will result in a score of zero (0) points. Reference letter must have the following: • Time (duration of completion of the project, was it within time) • Cost (was it completed within the budget) • Performance (was the outcome/result satisfactory)	30
Methodology and Implementation Plan (See the floor plan attached.)	-30 Points: Clear and detailed approach showing how the bidder will meet the specific styling requirement, quality standards and setup (submit the setup plan layout) 20 Points: A basic Project Management Plan and setup plan/layout. 10 Points: Proposed Approach that lacks requisite details (submit the setup plan layout). 0 Points: Poor or unclear approach, missing key styling requirement, quality standards and setup. (no submission of the setup plan layout).	Provide clear Project Management Plan highlighting the proposed approach and methodology Site visit of the decorated space to showcase the layout, design and structure.	30

Similar projects in terms of values	-20 points - Submission of three (3) reference letters of previous clients a combined total value of R400 000 within the past four years. -10 Points: Submission of two (2) reference letters of previous clients a combined total value of R200 000 the past three years -0 Points: Submission of less than two (2) reference letters of previous clients to a combined total value of less than R100 000 within the past two years.	Evidence of Reference letters/ Purchase Order to show the bidder has the capability to fund the project	20
Timeline and Response time	-10 Points: Setup time 24 hours before the event. -0 Points: Less than 24 hours.	Project Management plan stipulating timelines and milestones Clear, realistic project timeline with milestones and project management plan.	10
Locality	-10 Points: Within Bloemfontein or Welkom. -5 points: Within the Free State. -0 points: Outside Free State	- Proof of offices/workshop in Free State (municipality account in company name not older than 3 months, OR valid lease agreement with affidavit by lessor/lessee). - Proof of offices outside Free State (same supporting documents)	10
	Total Points		100
	Minimum Points		70

NOTE:

- a) Tenderers must score a minimum of 70 points (70%) to progress to Phase 3.
- b) Failure to meet this threshold will lead to disqualification of the tenderer.
- c) The University reserves the right to disqualify any tenderer who fails to obtain the minimum assessment score for any of the stated criteria irrespective of the competitiveness of the tender price submit

