

INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TOURISM					
BID NUMBER:	NDT0002 / 22	CLOSING DATE:	26 JULY 2022	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSALS FROM BIDDERS WITH EXTENSIVE EXPERIENCE IN TOURISM OPERATIONS TO PLAN AND MANAGE THE IMPLEMENTATION OF A BUSINESS INCUBATION PROGRAMME FOR EIGHT (8) COMMUNITY BASED TOURISM PROJECTS ACROSS THE COUNTRY FOR A PERIOD OF TWO (2) YEARS.				
BID RESPONSE DOCUMENTS MAY BE HAND DELIVERED TO					
17 TREVENNA STREET					
DEPARTMENT OF TOURISM					
TOURISM HOUSE					
SUNNYSIDE, PRETORIA, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Nice Baloi		CONTACT PERSON	Ms Ursula Zondo	
TELEPHONE NUMBER	012 444-6744		TELEPHONE NUMBER	012 444-6537	
E-MAIL ADDRESS	nbalo@tourism.gov.za		E-MAIL ADDRESS	uzondo@tourism.gov.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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.			

TERMS AND CONDITIONS FOR BIDDING

PART B

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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THE 80 / 20 PREFERENTIAL POINT SYSTEM WILL BE APPLIED. 1.4. THE BID IS VALID FOR A PERIOD OF HUNDRED AND TWENTY (120) DAYS FROM THE DATE OF ADVERTISEMENT. 1.5. THE DEPARTMENT RESERVES THE RIGHT NOT TO AWARD
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 <u>WWW.SARS.GOV.ZA</u>

- 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. JOINT VENTURES SHOULD SUBMIT CONSOLIDATED B-BBEE CERTIFICATES / SWORN AFFIDAVITS.
- 2.6 WHERE NO TCS 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."

3. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA) SUPPLIER NOTICE

3.1 THE DEPARTMENT RESPECTS YOUR PRIVACY AND ACKNOWLEDGES THAT YOUR DOCUMENTS WILL CONTAIN PERSONAL INFORMATION WHICH MAY BELONG TO YOU OR OTHERS. BY SUBMITTING YOUR DOCUMENTS, YOU GIVE THE DEPARTMENT CONSENT TO PROCESS INFORMATION IN ACCORDANCE WITH POPIA. THE DEPARTMENT MAY DISCLOSE PERSONAL INFORMATION IF REQUIRED BY THE LAW ENFORCEMENT AGENCIES AND OTHER PARTIES WHO PROVIDE THE DEPARTMENT WITH RELEVANT / REQUIRED SERVICES. THE DEPARTMENT WILL AUTHORISE ACCESS TO PERSONAL INFORMATION ONLY TO EMPLOYEES WHO REQUIRE THE INFORMATION TO EXECUTE THEIR WORK-RELATED RESPONSIBILITIES. THE DEPARTMENT WILL PROTECT YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS.

NOTE : 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: _____

1. BACKGROUND

The Tourism Sector Support Services Branch manages the Enterprise Development and Support Programme, which is responsible for the roll out of this programme. The programme provides development, support and aftercare to SMMEs in the tourism sector. The objective of the Enterprise Development and Support Programme is to provide training and support for SMME development and to improve the sustainability of SMMEs in the tourism sector.

The Department has developed the Long-Term Enterprise Development Framework as a guiding policy for the delivery of SMME support services by the Department of Tourism. The framework is based on the seven (7) strategic thrusts or pillars aligned to the vision and objectives of the Framework:

STRATEGIC THRUST 1: Build the competitiveness of SMMEs through entrepreneur development, skills training, advisory services, mentorship, and information sharing and market exposure programmes.

STRATEGIC THRUST 2: Driving sector transformation through strategic and deliberate SMME empowerment programmes.

STRATEGIC THRUST 3: Embedding technology as an integral element in SMME tourism operations.

STRATEGIC THRUST 4: Inculcate a culture of entrepreneurship amongst youth entering into tourism careers.

STRATEGIC THRUST 5: Facilitate ease of access to finance, financial literacy and competencies.

STRATEGIC THRUST 6: Build capacity for SMME networks for business and market linkages.

STRATEGIC THRUST 7: Partnership development to leverage resources and skills for effective programme implementation

Through the implementation of the Incubation Support Programme we strive to implement the above seven (7) strategic thrusts. The Department is currently implementing a variety of incubation and business support programmes and according to the APP 2021/22, we are required to implement two (2) Community Based Tourism Incubation Programmes. The objective is to ensure that communities who live in and around iconic tourism destinations and national and provincial parks such as Kruger National Park, are supported to participate in the beneficiation that occurs in those areas through tourism related enterprises that form part of the tourism value chain.

The Department also implements a Community Based Tourism Programme under the Responsible Tourism and Working For Tourism units. Tourism is recognised as the one industry that has the ability to create sustainable jobs and at the same time increase community appreciation of and support for biodiversity protection. Prior to the onset of the COVID-19 Pandemic, tourism was one of the fastest growing and most resilient sectors contributing to sustainable development and job creation. While there is a myriad of benefits that can be derived from tourism for communities in and around our tourism areas, these benefits are yet to fully materialize tangible and sustainable benefits to empower and fundamentally change their lives. According to the National Tourism Sector Strategy (NTSS), the Department, in partnership with tourism role-players and all spheres of government, must work towards increasing the number of tourism programmes and projects that are led-by and benefit communities, as well as increase tourism businesses that practice and implement Responsible Tourism standards and practices. Due to the adverse impact of the COVID-19 pandemic on the tourism sector, women and rural communities have been disproportionately affected, hence the need to support communities has

never been more pronounced.

Experience has shown that where communities actively participate both organisationally as well as individually, as owners and staff in the rural and township tourism space, the developmental impact is increased, and the majority of jobs can be filled by community members and local residents. The Department is committed to facilitating increased tourism community participation throughout the tourism sector value chain. The Department is therefore committed to playing a role in the retention of quality jobs in the tourism sector but also to facilitating the creation of new jobs linked to the tourism sector and hence the implementation of the two community-based tourism incubation programmes.

2. COMMUNITY BASED TOURISM PROGRAMME

The community-based tourism incubation programme will support community-based projects and their value-chain.

The projects that will be supported by the programme comprises of community enterprises for which feasibility studies have been conducted and those for which infrastructure has been developed by the Department.

Business incubation

There are several definitions of the concept of business incubation. Business incubation is defined as a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with targeted resources and services. This definition starts by stating the outcome of incubation as the acceleration of successful development and emphasises; the process rather than the physical structures or buildings. The second feature identified is the entrepreneur and the enterprise who are the subjects or main beneficiaries of the process of incubation. Lastly, the definition highlights the inputs which are the resources and business development services that are deployed to achieve desired/ predetermined outcomes.

Alternatively, business incubation is defined as a place which emphasizes the physical facilities that offer entrepreneurs co-working space for purposes of value-adding interventions, delivery and business assistance support. Business incubation is also viewed as a flexible package of business development processes involving infrastructure and people to support new and small or early-stage businesses for development and change.

In addition, definitions of business incubation are also differentiated based on typology for instance;

- Technology incubators are seen as special property based ventures that provide a range of services including office space, laboratories, management support, technical or research support, legal support, financing and networking support.
- Entrepreneur-led incubator which assists individual business owners (For a CBT Incubator we have to consider that in some (if not most) cases a business may be owned by a Community Trust or Co-operative).
- University-led incubators which commercialise initiatives coming out of institutional research and development from students and staff.
- Virtual incubators that are based on light touch support enabled by technology and involve hand-holding and intensive business support to entrepreneurs.

- Early-stage seed accelerators which provide funding and are dedicated to helping an enterprise achieve certain market opportunity and development goals within a specified time period

Business incubators are also categorised based on primary financial sponsor, type of tenants, the business focus of tenants and the focus of the incubation management establishment. In the case of these Community Based Tourism projects, they lean towards the early stage and seed accelerators, entrepreneur and virtual types of incubation but finality on the design and operations of the programme is left to the ingenuity of the bidders. Bidders are advised to consult the South African Guidelines on Business Incubation in South Africa (published by the DTIC) and the detail of the project/s relevant to bid for more information and guidance.

3. SCOPE AND DEFINITION OF WORK

3.1 Global best practice indicates that an incubation programme should operate for 1 000 days (3 years), however, this project will be implemented in two (2) years due to the high number of projects that still require support from the Department. The Department therefore seeks to appoint a service provider to plan and manage the implementation of a business incubator for Community-Based Projects. The core activities that will be delivered by the service provider include but not limited to the following:

- Identify pre, during and post incubation support interventions.
- Build business management capacity, marketing, people management, finance and operations amongst project owners.
- Stakeholder management and conflict resolution.
- Market linkages and promotion of enterprises, incubator must link enterprises to market access opportunities and help build a team that can actively promote the business.
- Build backward and forward business linkages and value chain networks with local, regional, national and international markets.
- Skills development facilitation, impart knowledge, values and competencies for various areas of the business through training and development of people involved in the projects.
- Refine business plan, package projects and facilitate fundraising for direct enterprises under incubation and other value chain opportunities.
- Provide business development support to new and existing SMMEs that are directly linked to the project / its value chain.
- Facilitate the utilization of industry and government incentives for the benefit of enterprises.
- Business Advisory services, information access, mentorship, coaching and general sharing of knowledge on operating tourism enterprises.
- Business strategy, planning and operational support.
- Succession planning, training and development and handover plans post incubation.

3.2 IMPLEMENTATION OF THE BUSINESS INCUBATION PROGRAMME

The incubator will be implemented on selected projects in 2 year period. The eight projects are:

1. 6-day Hiking Trail (Eastern Cape)

Project description:

The Wild Coast – Eastern Cape; Port st Jones and Coffee Bay. Owned by Community Trust between 5 communities. Project is at an advanced development phase with camp sites nearing

completion. Training of Management Trust members has been done and 56 tourist guides, safety officers and First Aiders trained. District and Provincial support visible in a form of brown signage and incorporation of project development activities in the Eastern Cape Parks and Tourism Agency and district and local councils annual plans. An established Homes stay network to support the hosting of hikers is operational in all 5 communities.

Support needed: Business management, finance, marketing and sales training of operators, environment and waste management systems around camp areas, hospitality, customer care, house keeping, basic cooking skills training of camp staff, guides. Host community tourist awareness and hosting etiquette, forward and backward business linkages between camp operations and community services and product supplier enterprises.

2. Mehlodong Hiking Trail/Maluti Hiking Trail, Matatiele Municipality (Eastern Cape- Province)

Project description:

Accommodation Establishment at Maluti Hiking Trail. Nature/type of project, District location, ownership structure and status of development. The Mehlodong hiking trail affectionally known as Maluti Hiking trail is 60 km trail, 1 – 4 days. The trail leads over the mountains into Lesotho through mountainous foothills and rural villages and includes parts of the southern Drakensberg. There are 75 Local communities under several tribal authorities which provide unique traditional culture, warm showers and African cuisine that make this hike far more than simply a trail but a wonder through rich natural heritage.

Support needed: Business management, finance, marketing and sales training of operators, environment and waste management systems around camp areas, hospitality, customer care, house keeping, basic cooking skills training of camp staff, guides. Host community tourist awareness and hosting etiquette, forward and backward business linkages between camp operations and community services and product supplier enterprises.

3. eMazizini-Bergville, (KwaZulu- Natal Province) Thandanani Arts & Crafts Centre

Project description:

Thandanani Craft Centre is a small shop that sells baskets, beadwork, and a wide selection of hand-made crafts, all locally made within the surrounding community. The Craft centre offers Zulu cultural hand-made artwork products. Nature/type of project, District location, The Craft Centre is based on the road to Royal Natal National Park in the uThukela District, uKhahlamba Local Municipality.

Status of development: The Craft centre is operational however impacted by Covid19 pandemic to be economically viable.

Support needed: Business management skills, Sales and Marketing support, Capacity building and Mentorship support

4. St Lucia-Khula Village, (KwaZulu-Natal Province) Homestays

Project description:

Homestays based in Khula Village just outside of St Lucia KwaZulu-Natal offering accommodation services. Nature/type of project, District location, ownership structure and status of development; Individual home stay owners who are members the community tourism organisation, under Mtubatuba Local Municipality.
Status of development: The homestays ready/complete, basics in place require some upgrades

Support needed: Business management skills, Sales and Marketing support, Capacity building and Mentorship support

**5. Soweto Hub
Chefs Academy and Restaurant, (Gauteng Province)**

Project description:

Hub located , Accredited training (CATHSSETA) and skills programmes offering and restaurant facility. Nature/type of project, District location, ownership structure and status of development;The project is owned by the black community and Soweto Tourism Association. Soweto is a township of the City of Johannesburg Metropolitan Municipality.
Status of development: Fully developed, minor refurbishments and improvements.

Support needed: Business management skills, Sales and Marketing support, Capacity building and Mentorship support

**6. Golden Gate National Park, (Free State Province)
Dithabeng Communal Prroperty Association(CPA)**

Project description:

Adventure site with aerial views, mountain bikes and/or quad bikes trails, bush braais facility, guided trails via horseback and tented accommodation space The CPA is based in the Thabo Mofutsanyana District, Maluti-A-Phofung Local Municipality, Ownership is currently divided among the 36 members/households of the CPA.

Status of development:The CPA is partially operating but requires business development support for effective management and growth, (no infrastructure in place).

Support needed: Business management skills, Sales and Marketing support, Capacity building and Mentorship support

**7. Addo Elephant National Park, (Eastern Cape Province)
Laundry Services**

Project description:

The current laundry in situated inside the park and the park own the building and machinery. The service provider is providing labour to run the facility. Addo Elephant National Park is situated in Eastern Cape, Sarah Baartman District Municipality.
Status of development: The laundry is operational.

Support needed: Business management skills, Sales and Marketing support, Capacity building and Mentorship support

8. **Rampampa Village, (North West Province)** **Cultural Site**

Project description:

Establishment of a Cultural Site

Nature/type of project, District location, ownership structure and status of development;

To build a Cultural site to showcase the rich cultural background and for story telling; Moses Kotane Municipality, Bojanala District Municipality

Status of development: Requires business development support for effective management and growth, (no infrastructure in place).

Support needed: Business start up, Market access and Mentorship support.

The programme is required to cover the following areas: the focus of incubation is on the following areas;

- 1) Building the competitiveness of the enterprise,
- 2) Building the capacity of the entrepreneurs/ management team and staff to function effectively within their roles,
- 3) Establishing operational procedures, manuals and monitoring systems for tour operations
- 4) Stakeholder compact management and partnerships development for advancement of project,
- 5) Develop a marketing plan, booking systems development and promotion of operations,
- 6) Market exposure for the establishments – captive and new markets,
- 7) Prepare management team for seamless takeover of management of business post incubation; and
- 8) Development funding facilitation for capital and other key projects.

Specific areas will include but not limited to the following;

- Business Planning, monitoring of results,
- Cash flow management - Financial Management, governance and reporting,
- Marketing Strategy and plan for operations,
- Promotion of tours and other associated services,
- Bookings management solution and sales,
- Customer service & retention training,
- Visitor reception operating manuals,
- Human Resources, Operations and Risk Management,
- Planning and managing in a crisis including building resilience; preparing for a crisis, managing in a crisis and recovering from a crisis.
- Facilitate access to further funding for capital, training, marketing and other projects that can enhance the operations of the enterprises,
- Conduct a skills audit to inform Training and development in key functions of the business,
- Targetted Mentorship of key business personnel and management,
- Make proposals of value add projects and initiatives that can benefit the local communities, and
- Any other functions that can ensure the projects are fully operational by the end of the programme and communities are empowered to run them.

- 1) Reporting requirements:
 - Ad- hoc;
 - Quarterly, annual and close-out reports; and
 - Expenditure reports.
- 2) Performance Evidence:
 - Attendance registers of meetings with stakeholders;
 - Pictures;
 - Business plans of projects and SMMEs supported;
 - Proof of mentorship sessions;
 - Other platforms of evidence.
- 3) The service provider will be expected to facilitate regular planning and feedback meetings with the Department, external stakeholders and the beneficiaries.

4 PRE-QUALIFICATION CRITERIA

- 4.1 This is a two (2) envelopes bidding process whereby the original technical and financial submission (**attach Annexure O**) or proposal must be submitted by the prospective service provider/s in separate and sealed envelopes bearing the bid/tender number, title of the bid/tender proposal, the prospective supplier's name and return address. Any reference to price in the technical submission/ envelope will result in disqualification of the bid. **Bidders are required to submit one technical and one financial proposal and failure to do so will result in the disqualification from the bidding process. Financial proposals are subject to negotiations between the Department and the Service Provider.**
- 4.2 Only Bidders or any of its Directors / Shareholders not listed on the register of Tender Defaulters and not prohibited from doing business with the public sector, may apply.
- 4.3 Only companies registered in South Africa are allowed to bid for this project. In instances where a company is owned by foreign nationals is recommended, the service provider will therefore be required to adhere to the country's localization policies where 60% of staff working on the project should be local and 40% can be foreign nationals that are legal and permitted to trade in South Africa.
- 4.4 Foreign directors or owners should have the correct Immigration/VISA that allows them to trade in South Africa.
- 4.5 Bidders as well as bidders with home-based office infrastructure must have a physical office within the borders of South Africa and submit proof thereof e.g. 3 months' municipal bill, or valid lease agreement. In the case of a valid lease agreement, the bidder must also attach 3 months' municipal statement.
- 4.6 The Department reserves the right to conduct site visits to verify the existence of the office. Should the site visit reveal that the bidder does not have an office as stipulated in the tender documentation or that the office is not suitable for managing the project, the bidder will be disqualified.

4.7 Attend a virtual compulsory briefing session and complete attendance register in the meeting scheduled to be held as follows: 07 July 2022 at 10:00:

<https://tourism.zoom.us/j/99259116864?pwd=RjlnUVRCWWFJTtNGLzNWMkM1ZThWQT09>

Meeting ID: 992 5911 6864

Passcode: 434409

NB: Tenderers who fail to comply with the above requirements (pre – qualification bid conditions stated on section 4) will be disqualified from further evaluation.

5. SUBMISSION REQUIREMENTS AND RETURNABLE SCHEDULES

Please adhere to the following instructions

- Tick the relevant block below
- Ensure that the following documents are completed and signed where applicable
- Use the prescribed sequence in attaching the annexures that complete the bid document

Annexures	Document name	Yes	No
	Is a two (2) envelopes bidding process whereby the technical submission and financial submission or proposal must be submitted by the prospective service provider/s in separate and sealed envelopes bearing the bid/tender number, title of the bid/tender proposal, the prospective supplier's name and return address.		
Part A & B	Invitation to Bid and Terms and Conditions for Bidding		
Annexure A	(if applicable) Authority for Consortia or Joint Ventures to sign bid, joint Ventures Involvement Declaration and Special Resolution of Consortia or Joint Ventures		
Annexure B	(if applicable) Sworn Affidavit of B-BBEE General		
Annexure C	(if applicable) Sworn Affidavit of B-BBEE Specialized Entity		
Annexure D	Standard Bid Documents (SBD4) form Declaration of interest		
Annexure E	SBD 6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations; 2017		
Annexure F	SBD8 - Declaration of Bidder's past Supply Chain Management Practices		
Annexure G	SBD9 - Certificate of Independent Bid Determination		
Annexure H	Certified copies of your CIPC company registration documents listing members with percentages, in case of close corporation		
Annexure I	Project implementation plan / technical proposal		
Annexure J	Certified copies of latest shared certificates (in case of company) and Identity Documents		
Annexure K	Company profile with the relevant experience and track record		

Annexure L	Minimum of five (3) signed letters of reference on a letter head of a referring institution/organization		
Annexure M	(if applicable) Certified copy of valid B-BBEE certificate		
Annexure N	Proof of Office		
Annexure O	Financial proposal/submission (budget breakdown) with vat inclusive. It MUST be marked and submitted in a separate envelope.		

Complete and sign Part A,B & Standard Bidding Documents (SBD) forms with black ink. Tenderer/bidder's technical submission/proposal/envelope must also include documents stated/requested i.e. all annexures except **Annexure O**.

6. BID EVALUATION PROCESS

- 6.1 Bids or tender proposals will first be evaluated for responsiveness and adherence to the pre-qualification criteria as stipulated in paragraph 4 above. Bids/ tender proposals that do not comply with pre-qualification bid conditions as stipulated and/or where required documents have not been submitted will result in the bid/ tender proposal being rejected and the bid/ tender proposal being disqualified.
- 6.2 In the evaluation process, the technical submission will be opened first in order to verify compliance with all pre-qualification bid conditions after which it will be evaluated and assessed on functionality. A minimum score of **60 points out of 100** points must be obtained on functionality by the bidder. A prospective service provider will be eliminated if it fails to meet a minimum of **60 points out of 100** points as the threshold for functionality requirements of the project.
- 6.3 Thereafter, only the financial proposals of the qualifying bids as per paragraph 6.2 above will be opened and evaluated in terms of the 80 / 20 preferential points system, where the 80 points will be used in terms of the price only and the 20 points will be used in terms of the B-BBEE contributor level. It is important to note that only the financial proposals of bids that obtained minimum of 60 points out of 100 points for functionality will be opened and evaluated for tendered price. Points for B-BBEE will be allocated based on information submitted by the potential bidders in relation to the B-BBEE status level of contributor.

7. EVALUATION CRITERIA AND WEIGHTINGS

Proposals received from prospective bidders will be evaluated in terms of the following criteria as per the table below. **Evaluation * Values: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good, and 5 = Excellent**

NB: Evaluation of proposals can only be done on the basis of information that was requested, and the comprehensiveness of the proposals are critical to the outcome of the bid. Ensure that you submit documents as requested and label them correctly for easy reference and allocation of points/scores.

No	Criteria description	Documents to be submitted	Weight (100)
7.1	EXPERIENCE IN THE OPERATIONS OF COMMUNITY BASED TOURISM ENTERPRISES Understanding of the enterprise development business support projects, overall assignment and how specific aspects will be approached beyond what is highlighted in the Terms of Reference)		
	<p>Provide relevant experience of the delivery of enterprise development business support projects completed in the past years. NB: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • 0-1-year track record in providing enterprise development business support in the communities = 1 • 2- 3 track record in providing enterprise development business support in the communities = 2 • 4- 5 track record in providing enterprise development business support in the communities = 3 • 6- 7 track record in providing enterprise development business support in the communities = 4 • More than 7 years track record in providing enterprise development business support in the communities = 5 	<ul style="list-style-type: none"> • Attach relevant reference letters of the current and previous work done. The reference letter/s should include project type, project budget, project duration, role played in the project, completion period, and project variation,(Three (3) signed letters, on a letter head, of contactable references that the bidder had carried out in providing enterprise development business support in the last five (5) years, mainly on the related project). • A list of relevant case studies of successful implementation of projects. • Relevant contactable reference – tourism operations • Capacity building programme done - Case study of a project • Experience in raising funds – example of projects done • Mentorship and incubation of similar rural/ community level project – demonstrate • Ownership or linkage with relevant booking/reservation system 	40
7.2	PROJECT METHODOLOGY AND APPROACH -	<u>Documents to be submitted</u>	
	<p>The bidders should demonstrate availability of the team with requisite experience in operations of tourism enterprises at rural community level. NB: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • Detailed project plan (SMART) • Project delivery method • Sample of a Business Management Training manual • Project resource plan 	<ul style="list-style-type: none"> • Project proposal;(Technical proposal/ Project methodology or Framework) • GANT Chart of the project; • Risk mitigation plan; • Organogram for this project; and • Training manual. 	40

	<ul style="list-style-type: none"> Project risk management plan <p>Project plan; demonstrate a clear understanding of the assignment and deliverable, Identification of key stakeholders; reporting and record systems.</p> <ul style="list-style-type: none"> Proposal clearly and comprehensively addresses one of the areas listed above = 1 Proposal clearly and comprehensively addresses two of the areas listed above = 2 Proposal clearly and comprehensively addresses three of the areas listed above = 3 Proposal clearly and comprehensively addresses four of the areas listed above = 4 Proposal clearly and comprehensively addresses all five areas listed above = 5 		
7.3	SKILLS AND EXPERIENCE OF PROJECT MANAGEMENT AND TEAM		
	<p>The bidders should demonstrate availability of the team with requisite experience in training and finance. NB: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> CVs with 1-2 years' business mentorship experience, skills and expertise of the project manager and project members = 1 CVs with 3-4 years' business mentorship experience, skills and expertise of the project manager and project members = 2 CVs with 5-6 years' business mentorship experience, skills and expertise of the project manager and project members = 3 CVs with 7-8 years' business mentorship experience, skills and expertise of the project manager and project members = 4 CVs with more than 8 years' business mentorship experience, skills and expertise of the project manager and project members = 5 	<ul style="list-style-type: none"> Expertise in the team – CVs; Certificates of membership / training as facilitators; Reference letters; Certified proof of qualifications. <p>The Curriculum Vitae of the Principal/lead and project members who will form part of the incubation project team, indicating their expertise, experience and skills.</p> <ul style="list-style-type: none"> Years experience in business mentorship and eco tourism operations and rural based tourism products NQF 8 qualification in commercial studies, Accreditation or certification in relevant training programmes, Registration / membership with a relevant professional body (SAICA or Business Advisory body). 	20

SUBMISSION OF BID/ TENDER PROPOSAL:

Original bid/ tender must be submitted in a sealed envelope or file clearly marked “**REQUEST FOR PROPOSALS FROM BIDDERS WITH EXTENSIVE EXPERIENCE IN TOURISM OPERATIONS TO PLAN AND MANAGE THE IMPLEMENTATION OF A BUSINESS INCUBATION PROGRAMME FOR EIGHT (8) COMMUNITY BASED TOURISM PROJECTS ACROSS THE COUNTRY FOR A PERIOD OF TWO (2) YEARS.**”

COMPULSORY BRIEFING SESSION DATE, TIME AND VENUE:

DATE: 07 July 2022

TIME: 10:00

VENUE : Zoom (Virtual) Meeting:

<https://tourism.zoom.us/j/99259116864?pwd=RjlNUVRCWWFJTtNGLzNWMkM1ZThWQT09>

Meeting ID: 992 5911 6864

Passcode: 434409

BID CLOSING DATE, TIME & DELIVERY ADDRESS:

DATE : 26 July 2022

TIME: 11H00

VENUE: 17 Trevenna Street, Tourism House, SUNNYSIDE, PRETORIA, 0002

Bid Enquires: Ms Nice Baloi; tel. (012) 444 6744 or email: nbaloi@tourism.gov.za

Technical Enquiries: Ms Ursula Zondo; tel. (012) 444 6537 or e-mail: uzondo@tourism.gov.za

9. BID / TENDER PROPOSAL OPENING

The Department shall publicly open and read out all bids received by the deadline, at the date, time and place specified for submission of bid/ tender proposals, in the presence of any bidder/s designated representatives and anyone who choose to attend. Only envelope/s that are opened and read out at bid opening shall be considered further. All envelopes shall be opened one at a time reading out: the name of the Prospective bidder and any other details as the Department may consider appropriate.

The Department shall neither discuss the merits of any bid nor reject any bid. The Department shall prepare a record of the bid opening. The prospective bidders' representatives who are present shall be requested to sign the record. The omission of a prospective bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be uploaded on the Department website and be available to all prospective bidders.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

AUTHORITY FOR CONSORTIA OR JOINT VENTURES TO SIGN BID

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at (town): _____ on
(date): _____

RESOLVED that:

1. The Enterprise submits a Bid, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

In respect of the following project:

Bid Number:

2. * Mr. / Mrs. / Ms.: _____ in

*his/her Capacity
as: _____ (*Position in the Enterprise*)

and who will sign as
follows:

- _____
3. be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical
address:

Postal Address: _____ (Postal Code)

_____ (Postal Code)

Telephone number: *(Dialing Code followed by number)* _____

Fax number: *(Dialing Code followed by number)* _____

Email Address: _____

***BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.

2. **NB.** This resolution / Power of Attorney must be signed
by all the Directors / Members / Partners of the Bidding Enterprise.

3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

	ENTERPRISE STAMP (If Any)



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

AUTHORITY FOR CONSORTIA OR JOINT VENTURES TO SIGN BID

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at (town): _____ on
(date): _____

RESOLVED that:

1. The Enterprise submits a Bid, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

In respect of the following project:

Bid Number:

2. * Mr. / Mrs. / Ms.: _____ in

*his/her Capacity
as: _____ (*Position in the Enterprise*)

and who will sign as
follows:

- _____
3. be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical
address:

Postal Address: _____ (Postal Code)

_____ (Postal Code)

Telephone number: *(Dialing Code followed by number)* _____

Fax number: *(Dialing Code followed by number)* _____

Email Address: _____

***BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.

2. **NB.** This resolution / Power of Attorney must be signed
by all the Directors / Members / Partners of the Bidding Enterprise.

3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

	ENTERPRISE STAMP (If Any)



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**ANNEXURE A
JOINT VENTURES INVOLVEMENT DECLARATION**

Project title:			
Bid no:			

**DECLARATION RELATING TO A BID SUBMITTED BY A
JOINT VENTURE:**

I/We the undersigned parties do hereby declare that our respective involvement in the project, of which I/we tender by Joint Venture, would be as follows: -

Party No. 1		
Name		
Address		
Percentage involvement	%	

Party No. 2		
Name		
Address		
Percentage involvement	%	

Party No. 3		
Name		
Address		
Percentage involvement	%	

Signed - Party No. 1

I/We (*Full Name*) _____

duly authorised in my capacity as _____

of (*Enterprise name*): _____

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such bid submitted by the Joint Venture be accepted.

Signed by Authorised Representative

Date

Signed - Party No. 2

I/We (*Full Name*) _____

duly authorised in my capacity as _____

of (*Enterprise name*): _____

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

Signed by Authorised Representative

Date

Signed - Party No. 3

I/We (*Full Name*) _____

duly authorised in my capacity as _____

of (*Enterprise name*): _____

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

Signed by Authorised Representative

Date



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE B

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas;

3. I hereby declare under Oath that:

- ☐ The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Owned % Breakdown as per the definition stated above:
- ☐ Black Youth % = _____%
 - ☐ Black Disabled % = _____%
 - ☐ Black Unemployed % = _____%
 - ☐ Black People living in Rural areas % = _____%
 - ☐ Black Military Veterans % = _____%
- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- ☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE -
GENERAL**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent;</p> <p>or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been</p>

Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas;
--	---

3. I hereby declare under Oath that:

- ☐ The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Owned % Breakdown as per the definition stated above:
 - ☐ Black Youth % = _____%
 - ☐ Black Disabled % = _____%
 - ☐ Black Unemployed % = _____%
 - ☐ Black People living in Rural areas % = _____%
 - ☐ Black Military Veterans % = _____%
- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of __, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- ☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE C

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE SPECIALISED ENTITY - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Director of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (NPO, PBO etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas;

3. I hereby declare under Oath that:

- ☐ The Enterprise has _____% Black Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise has _____% Black Female Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Beneficiary % Breakdown as per the definition stated above:
 - ☐ Black Youth % = _____%
 - ☐ Black Disabled % = _____%
 - ☐ Black Unemployed % = _____%
 - ☐ Black People living in Rural areas % = _____%
 - ☐ Black Military Veterans % = _____%
- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of __, the annual Total Revenue/Allocated Budget/Gross Receipts was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
- ☐ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

At Least 75% Black Beneficiaries	Level One (135% B-BBEE procurement recognition level)	
At Least 51% Black Beneficiaries	Level Two (125% B-BBEE procurement)	

- 4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE –
SPECIALISED ENTITY - GENERAL**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Director of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (NPO, PBO etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called

3. I hereby declare under Oath that:

- ☐ The Enterprise has _____% Black Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise has _____% Black Female Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Beneficiary % Breakdown as per the definition stated above:
 - ☐ Black Youth % = _____%
 - ☐ Black Disabled % = _____%
 - ☐ Black Unemployed % = _____%
 - ☐ Black People living in Rural areas % = _____%
 - ☐ Black Military Veterans % = _____%
- ☐ Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of __, the annual Total Revenue/Allocated Budget/Gross Receipts was R10,000,000.00 (Ten Million Rands) or less
- ☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

At Least 75% Black Beneficiaries	Level One (135% B-BBEE procurement recognition level)	
At Least 51% Black Beneficiaries	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Beneficiaries	Level Four (100% B-BBEE procurement recognition level)	

- 4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp



ANNEXURE D: SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may 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). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- 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.

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

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity
Number:.....
.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"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.

2.7 Are you or any person connected with the bidder

YES / NO

presently employed by the state?

2.7.1.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid
document?

YES / NO

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors /
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between

YES/NO

ANNEXURE D: SBD 4 DECLARATION OF INTEREST

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 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

2.11.1 If so, furnish particulars:
.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



ANNEXURE E: SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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-BBEE Status Level of Contributor	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
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer

- ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 BIDDERS(S)

DATE:

ADDRESS

.....

.....



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE F: SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 institution'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 with the public sector? (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 (www.treasury.gov.za) 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 (www.treasury.gov.za) 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 organ of state 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



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

ANNEXURE G: SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a *pe 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 institution'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 institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. 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;
5. 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:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 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.
8. 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.
9. 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 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.

10. 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

Js914w 2

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of

origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance,

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights

arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual

- (d) for each appropriate unit of the supplied goods; performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in

terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices		In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)