

REQUEST FOR PROPOSALS

BID NUMBER	MKI02/2024
Description	Appointment of a service provider to review the KwaZulu Natal Provincial Tourism Master plan
Business addresses	<ol style="list-style-type: none"> 1. Ground Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399 2. 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.
Compulsory Online briefing is scheduled for	13 May 2024 at 10h00am Use this link to attend. https://tinyurl.com/4ah2ruen
Closing date and time to submit proposals	27 May 2024 at 16h30
Technical queries must be emailed to:	Simphiwe.buthelezi@moseskotane.com
Proposals and SCM queries must be emailed to: Hand delivered submissions will not be considered	Quotations@moseskotane.com
Proposals validity period	90 Days

SUPPLIER INFORMATION

Name of bidder	
Contact person	
Physical address	
Telephone number	
Cellphone number	
Email address	

1. Disclaimer:

- a. MKI reserves the right not to appoint.
- b. MKI reserves its right to negotiate the price with the successful bidder, should it be necessary.
- c. MKI reserves the right to terminate the mandate should a pre-existing conflict of interest be found at any stage of the project.
- d. Proposals received after the closing date and time will not be considered.

2. The following documents to be submitted with the proposal/returnable documents.

- a. Proof of company registration (CIPC), where applicable i.e unless a sole proprietor.
- b. Valid BBBEE certificate by SANAS accredited agency/company or an affidavit.
- c. Valid tax clearance/Pin
- d. Bank account confirmation letter.
- e. Proof of registration on the Treasury Central Supplier Database (CSD)
- f. Supplier declaration of interest form (attached here into, page 17)
- g. Preference points claim form (attached here into)

NB: Failure to submit the above documents will lead to disqualification.

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Definitions of Acronyms/Glossary

BBBEE	Black Broad-Based Economic Empowerment
CV	Curriculum Vitae
EDTEA	Department of Economic Development, Tourism and Environmental Affairs
IDP	Integrated Development Plan
GIS	Geographic Information System
KZNTMP	KwaZulu-Natal Tourism Masterplan
LED	Local Economic Development
M&E	Monitoring and Evaluation
MKI	Moses Kotane Institute
NTSS	National Tourism Sector Strategy
PGDS	Provincial Growth and Development Strategy
PSC	Project Steering Committee
PSEDS	Provincial Spatial Economic Development Strategy
SA	South Africa
SAT	South African Tourism
SLA	Service Level Agreement
SMME	Small, Medium and Micro-Enterprise
SP	Service Provider
Stats SA	Statistics South Africa
SWOT	Strengths Weaknesses Opportunities and Threats
TKZN	Tourism KwaZulu Natal
UNWTO	United Nations World Tourism Organization
WTO	World Tourism Organization

1. Introduction

Moses Kotane Institute (MKI) is an entity of the KwaZulu- Natal Department of Economic and Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to provide world class research that responds to the needs of the provincial economy. This is done by providing timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnership with public and private sector. MKI received a request from EDTEA to conduct a strategic project for the province in terms of the review and development of the tourism masterplan. Due to the nature, magnitude, time pressures of the project as well as limited resources and external service provider is required to carry out the project.

2. Departmental and Programme Overview

The KwaZulu-Natal (KZN) Department of Economic Development and Environmental Affairs (EDTEA) is mandated to oversee the socio-economic transformation in the province. It therefore leads the policy and strategic initiatives directed at promoting development and growth in various sectors of the economy, including tourism. The Department implements its mandatory policies and strategies through various programmes that constitute distinct but complementary functions that are related to the basic strategic mandate of the organization. These include functions that are actively involved in the implementation of strategy and those focusing on the provision of corporate support services to ensure compliance and governance of the resources deployed for the delivery of services.

One of the programmes that constitute the structure of the department is the Trade Sector and Tourism Development under which the Tourism mandate is located. Schedule 4- of the Constitution of the Republic of South Africa, 1996 sets out tourism as one of the functional areas of concurrent competence between national and provincial government. Accordingly, the province is tasked with functions relating to planning and policy making, regulation and monitoring, facilitation and implementation, coordination as well as development promotion of tourism in line with national imperatives.

The continuous development of tourism is critical for the diversification of the KwaZulu-Natal's economy to leverage on the 600 km long coastline with pristine beaches, picturesque marine life, breathtaking coastal landscape, Zulu culture and heritage, the two World heritage sites, magnificent road, airport and seaport infrastructure and our unique distinctive towns and cities all of which hold significant appeal to visitors.

In common with all types of economic development, travel and tourism must proceed in a planned and orderly fashion. This can be best achieved through the undertaking and implementation of a Strategic Tourism Master Plan. Unlike other major industries, tourism is highly fragmented, and therefore a planned approach to tourism product development and marketing is essential for the tourism sector to realise its full economic potential. Strategic Tourism Master Plans should outline both an overall development strategy to guide broad development as well as clear, concise policy statements / objectives which outline specific recommendations to be implemented on the ground.

KwaZulu Natal like all other destinations has experienced environmental disasters and epidemics in the past, but never has the tourism sector been grounded to the extent it has with the COVID-19 pandemic and the floods which eroded critical tourism infrastructure. The scope and scale of the impact of the current health crisis on the economy broadly and tourism is unprecedented. Therefore, tourism strategic development through knowledge-based and proficiency plans is necessary.

The Review of the KwaZulu-Natal Tourism Master Plan is to develop a strategic framework for planning, drive the transformation of the tourism sector, ensure spatial economic development, capacity building and skills development, in-depth research on the developments and trends in the Sector and destination management and marketing of Tourism in the Province.

The KZN-TMP is essentially intended to bridge the gap between tourism supply and demand. On the supply side, the masterplan must address tourism product development, mechanisms to improve facilities and services, and approaches to ensure destination's readiness for international, regional and domestic tourists and on the demand side, look at source market trends, within the context of the relevant prescripts, as well as the socio-economic environment.

3. Purpose of the Terms of Reference

The purpose of the Terms of Reference is to outline and define the scope and objectives to undertake a thorough review of the KwaZulu Natal Tourism Master Plan (KZN-TMP) of 2012 and develop a new and comprehensive KZN- TMP.

4. Project Objectives

The key objectives of this project are:

- To undertake a thorough review of the KZN-TMP of 2012 with clear assessment of the KZN-TMP's strengths and weaknesses; and highlighting key successes and failures.
- To provide baseline information on the existing characteristics of the KZN province
- To undertake an extensive study on the demand and supply of tourism to illustrate a clear overview of KZN as a tourist Destination and it's competitive positioning.
- To provide an outlook of the internal characteristics and external influences that could affect KZN's future development with respect to tourism.
- To develop a revised and invigorated KZN-TMP which clearly outlines the vision, goals, objectives and development priorities to provide direction for the development, investments, growth, marketing, management, service excellence and transformation of tourism in KZN.

4.1. Specific tasks

The following specific tasks should be performed.

- Ensure alignment of the revised KZN tourism masterplan to the National Tourism Sector Strategy and its strategic pillars.
- Provide strategies that can position KwaZulu-Natal as preferred tourism destination.
- Recommend programmes that can be put in place to build and market the KwaZulu-Natal destination locally, regionally, and internationally.
- Formulate a comprehensive medium- to long-term Tourism Master Plan to guide tourism transformation through planning and policy development; and
- Review tourism development related plans for KwaZulu-Natal.
- Conduct a geographical and spatial analysis of KwaZulu-Natal to determine primary and secondary tourism nodes.
- Assess existing and potential international and domestic tourism market sources.
- Analyse and evaluate the tourism supply and demand factors of KwaZulu-Natal.

- Review patterns/modes of trade and tariffs of tourism products and services in line with the current World Trade Organization (WTO) regulations.
- Formulate a comprehensive Tourism Routes development plan linked to air, rail, road and sea on tourism experiences.
- Outline the required developments in the sector that is pertinent to transformation and enterprise development.
- Align Coastal and Marine Tourism including Wildlife Economy into the mainstream of product development.
- Develop targeted tourism interventions for each District Municipality with clear implementation plan highlight key projects/programmes that can be implemented for inclusion in the IDP's.
- Conduct Case study analysis (best practice) of master plans that have been developed for similar destinations, in order to develop an appropriate framework for a tourism master plan for KwaZulu-Natal.

5. Scope of Work

The project will be delivered into two phases:

Phase one: The scope of the project entails the review and appraisal of the current KZN-TMP of 2012 by analyzing KwaZulu Natal as a tourism destination to establish baseline information with respect to the current state of tourism at a global, regional, national and local level, tourism industry performance, analysis of demand and supply factors, contextual and situational analysis including the SWOT and PESTEL analysis and the analysis of general infrastructure that supports tourism for the review of the KZN-TMP.

Phase 2: The revised and invigorated KZN-TMP must outline a long-term tourism plan for the province of KwaZulu Natal with inspiring vision, specific and measurable goals and objectives and tourism development priorities with clearly articulated recommendation and frameworks to inform tourism development, growth, marketing and governance processes.

The prospective service provider/experts should make their own assessment, identify additional activities and requirements and prepare their work plan accordingly.

The phases among other items must include the following:

PHASE 1

1.1. Inception report

- 1.1.1. Prepare and submit draft inception report for comment and discussion.
 - Tasks and preliminary programme
 - Resources
 - Budget
- 1.1.2. Comment and discussion of inception report with Project Steering Committee (PSC).
- 1.1.3. Incorporate inputs by PSC.
- 1.1.4. Submit for Client Comments (EDTEA Comments).
- 1.1.5. Incorporate inputs made by client (Incorporate EDTEA's comments).
- 1.1.6. Submit final inception report.

1.1.7. Present final report.

1.1.8. Invoice for inception report.

1.2. Comprehensive Status quo report

1.2.1. Comprehensive assessment and appraisal of the current KZN Tourism Masterplan

1.2.2. Analysis of current and future status quo

- Reviewing and assessing the current status quo
- Conduct detailed Gap and SWOT analysis.
- Undertake tourism gaps analysis which provide an analysis of the tourism trends on current tourism figures for the province.
- Profile existing markets for KZN.
- Review the current public sector policies, legislation, and strategies governing the tourism sector.

1.2.3. Comprehensive Situational Analysis

1.2.3.1. Comprehensive analysis of the tourism industry in KwaZulu-Natal

1.2.3.2. Analyse Tourism industry and sector performance globally, regionally, nationally and locally (KZN Province) in terms of KPIs

1.2.3.3. Synthesis of current and previous studies and reports

1.2.3.4. Review of legislation, policies and regulations and strategies relevant to Tourism Development in KZN

1.2.3.5. Provide an outlook on the Tourism Trends

1.2.3.6. Provide Demand and Supply Situation of Tourism within the KZN province.

1.2.3.7. Review Supply Side of Tourism within the KZN province.

1.2.3.8. Review Plans for improving the overall attraction of a destination.

1.2.3.9. Quantify the current macroeconomic and sectoral impact of Tourism on the KZN economy in terms of key Macroeconomic Indicators.

1.2.3.10. Carry out KZN tourism mapping, profiling and determine potential for tourism product development.

1.2.3.11. Review patterns/modes of trade and tariffs of tourism products and services.

1.2.3.12. Stakeholder consultation 1

1.2.3.13. Stakeholder consultation 2

1.2.3.14. Invoice for comprehensive status quo report.

PHASE 2

2.1. A Revised and Invigorated KZN Tourism Master Plan Formulation

2.1.1. Conduct Tourism Growth Projections

2.1.2. A tourism spatial-development framework that is sufficiently specific to guide investment decisions among private and public investors.

2.1.3. A product- and market-development strategy that is sufficiently detailed to guide investment in the tourism-product base.

2.1.4. A tourism-infrastructure investment framework comprising spatially referenced project proposals that are sufficiently detailed to allow for subsequent costing, feasibility and viability analysis.

- 2.1.5. A detailed framework for the establishment of an efficient institutional system for the development and marketing of tourism in the province
 - 2.1.6. A clearly specified programmes aimed at facilitating sector transformation, capacity-building, training and awareness creation.
 - 2.1.7. A clearly specified programmes for the establishment of a facilitating support system for tourism ventures to promote transformation, economic growth and job creation objectives.
 - 2.1.8. A marketing strategy that is sufficiently specific to enable targeted marketing and development of effective marketing programmes and campaigns to position KwaZulu Natal as prime tourist destination in the country.
 - 2.1.9. An action programme to leverage and address the management of the impact of tourism on heritage, culture, people and natural resources.
 - 2.1.10. A comprehensive plan and programme to direct the implementation of the KZN-TMP
 - 2.1.11. Clear policy proposals for the management of tourism in the province of KwaZulu Natal in a manner that promotes growth, transformation, collation of tourism intelligence and statistics and business development.
 - 2.1.12. Clear tourism business-support programmes for Small Micro-Medium Enterprises (SMME), including incentives or support services such as training programmes aimed at developing SMMEs.
 - 2.1.13. Provide guidance and recommendations regarding the formulation/revision of legislation to facilitate the implementation of the TMP and any other procedures necessary to ensure the viability of the industry in the province.
 - 2.1.14. Analyse and provide clear recommendations and proposals on the promotion of regional integration through tourism.
- 2.2. Implementation and Monitoring.**
- 2.2.1. Future tourism developments that may occur spatially.
 - 2.2.2. An overview of the Institutional arrangements
 - 2.2.3. An overview of each District selling proposition aligned to product development and marketing.
 - 2.2.4. Develop phased implementation plan.
 - 2.2.5. Develop an institutional arrangement to implement the plan.

2.2.6. Formulate a clear monitoring and evaluation framework with clear deliverables, indicators, and performance targets per each implementing institution.

2.3. **Project management, meetings and reporting**

2.3.1. Provide written monthly progress reports.

2.3.2. Attend Project Steering Committee (PSC) Meetings for the duration of the project and provide progress reports linked to the deliverables of the project.

2.3.3. Record and develop minutes for all PSC Meetings and all stakeholder consultations.

2.4. **Project Finalization Workshops**

2.4.1. Stakeholder engagement

2.4.2. Identify and confirm public sector stakeholders to be engaged.

2.4.3. Identify and confirm private sector stakeholders to be engaged.

2.4.4. Arrange first workshop with focus on lessons learnt.

2.4.5. Arrange second workshop to share findings and the way forward.

2.4.6. Prepare report on workshops, interviews and meetings and submit.

2.5. **Masterplan Plan Report**

2.5.1. Prepare and present input for Draft Revised Masterplan Plan Report

2.5.2. Issue Draft Masterplan Plan Report

2.5.3. Arrange two workshops with focus on lessons learnt.

2.5.4. Arrange two workshop to share findings and the way forward.

2.5.5. Prepare report on workshops, interviews and meetings and submit.

2.5.6. Issue Final Masterplan Plan Report

2.5.7. Arrange two Client Review workshops with focus on lessons learnt.

2.5.8. Arrange two workshop to share findings and the way forward.

2.6. **Submit final Revised KZN Tourism Masterplan**

2.7. **Project closeout**

Compilation of a close-out report for the project detailing the necessary information including schedule of payments, expenditure reports, signed copies of all steering committee minutes, agendas, presentations challenges faced during the project, recommendations to the Department to improve on similar projects in future.

The close out report should be submitted with the following documents:

- ✓ Five hard copies of the of the Tourism Master Plan documents, professionally printed in color and bonded.
- ✓ The implementation plan should be printed separately.
- ✓ District Chapters to be printed separately.
- ✓ Five electronic copies of Generic Power Point presentation of the project on disks.

2.8. Invoice for A Revised and Invigorated KZN Tourism Master Plan

2.9. Project Milestones / Specific Activities

The anticipated outputs and key deliverables for the project include the following:

- Project Inception
- A comprehensive status core report as detailed in section 1.2 above.
- A revised and Invigorated KZN Tourism Master Plan
- Implementation and Monitoring Plan
- Project Close-Out

6. Duration and Phasing

The duration of the project is **18 months** from the signing of the Service Level Agreement; and the project will be undertaken and delivered in two phases:

7. Team Composition

The project team should be composed of the following individuals with the relevant qualifications, skill and experience in similar projects.

7.1. Key Expert 1: Team Leader/ Programme Manager:

- Officially recognised Masters' degree or equivalent in either Tourism/ Eco-Tourism., Economics, Development Studies, Social Sciences (Research) and/or Business Administration / Studies;
- More than 5 years experience managing teams.
- 10 years (or more) experience in the tourism development industry/management/development planning/project management, contract management; feasibility studies, tourism strategies, undertaking of sectoral plans, business plans, Spatial Development Framework, Integrated Development Plans (IDPs), project financing, SWOT, PESTEL analysis and LED Plans; partnerships for economic development; legislation, policy and strategy affecting local economic development; tourism and research methodologies;
- In-depth knowledge of international, national, provincial and local socio-economic development policies, plans and strategies;
- Possess skills and competencies in the following areas: tourism, community development, project development, Business development, management, and monitoring; time management; planning and organising; report writing; budgeting and financial management capacity; presentation skills; communication and networking;
- Good interpersonal relations; analytical thinking and problem solving; computer literacy Good knowledge and experience in investment promotion, with good understanding of domestic and international economic market;
- Broad knowledge of transformation in the tourism industry
- Good knowledge of regional planning including town and rural development
- Applied knowledge of the provincial growth strategy and provincial spatial economic development strategy.

7.2. Key Expert 2: Tourism Specialist

- Officially recognised Honours' Degree or equivalent post grad qualification in Tourism Management, Eco-Tourism Management, Development Studies, Economics, Development Studies, Project Management, Social Sciences, Business Management or Equivalent;
- At least 5 years of experience in developing tourism plans and/ or strategies, Local Economic Development plans, market research, and financial analysis, community development, Feasibility studies, and Business Planning processes. The Specialist should also have extensive experience in report writing and possess presentation skills;
- Development knowledge and experience of national, provincial and local government policies and rural development plans and strategies;
- Good knowledge and experience in product packaging and investment promotion;
- Applied knowledge of the provincial growth strategy and provincial spatial economic development strategy
- In-depth Knowledge and good understanding of tourism marketing strategies and platforms
- Sound knowledge and experience in financial management
- Ability to professionally liaise and interact with stakeholders
- Good understanding of domestic and international Tourism market analysis and linkages.
- Broad knowledge of transformation in the tourism industry
- Ability to work independently and innovatively
- Conceptual and analytical skills Organisational Development and Change Management skills.

7.3. Key Expert 3: Economic Research specialist

- Officially recognised Post Graduate Degree in Research, Economics, Econometrics, Tourism Management, Developmental Studies, Business Studies or any equivalent qualification.
- More than 7 years of experience as an economic researcher (with acquired skills in research methodology design, implementation and quality reporting, econometric modelling, economic impact assessments and utilisation of the Macroeconomic Impact Models which enables tourism impact modelling and forecasting)
- Experience in conducting research for large scale projects in the public sector.
- Experience in conducting quantitative and qualitative research.
- Tourism industry experience will be highly advantageous.
- Experience in the marketing sector – developing marketing plans and or strategies will be an advantage.
- Planning, organising and coordination skills.
- Ability to work independently and innovatively.
- Conceptual and analytical skills Organisational Development and Change Management skills, Project Management skills and good writing skills.

7.4. Key Expert 4: GIS Specialist

- Officially recognized Masters degree in Town or regional planning/ Spatial Planning or higher.
- At least 5 years of relevant working experience.
- Registration with relevant Professional Planning Bodies.
- Expertise to develop maps showing geographical spread of tourism products, prime land available for investment, State and Ingonyama Trust Land, and other forms of land ownership in the province
- Knowledge of principles and practices of Land Use Management Systems and Spatial Development Frameworks
- Knowledge of geo-spatial designing and spatial statistical analysis
- Designing and implementing geographical databases and GIS control measures

In addition to the key experts above, to perform the tasks, the Consultant / appointed service provider has to provide non key experts such as other supporting staff i.e. administration, mapping, technician, and other logistic operational support related to the task as part of the project team.

Annexure 1: Evaluation Grid

(To be completed for each tender by each evaluator)

Name of company	Maximum Score	Evaluator's Score	Comments
Understanding of assignment	10		
Yes	10		
No	0		
Organisation and profile	10		
Project team organisational structure	5		
Organisation profile	5		
Company experience in similar projects	10		
Less than 3 years	0		
3-7 years	5		
8 years and above	10		
Methodology	25		
Research methodology	10		
Activities and timetables	5		
Gantt chart	5		
Participates in the review/entities	5		
Total score for organization and approach	50		
Key experts			
KE1: Team leader/Project manager	20		
Qualification	10		
Master's Degree focusing on identified fields of study	10		
Honours degree qualification	0		
Undergrad qualification	0		
Profession experience	10		
5 years an above	10		
Below 5 years	0		
KE2: Tourism specialist	20		
Qualification	10		
Honours Degree focusing on identified fields of study	10		
Undergraduate qualification	0		
Profession experience	10		
6 years an above	10		

3 to 5 years	8		
Less than 3 years	0		
KE3: Research Specialist	20		
Qualification	10		
Post graduate Degree focusing on identified fields of study	10		
Undergrad qualification	0		
Profession experience	10		
5 years an above	10		
3 to 5 years	8		
Less than 3 years	0		
KE4: GIS Specialist	20		
Qualification	10		
Degree focusing on identified fields of study	10		
Undergrad qualification	0		
Profession experience	10		
5 years an above	10		
3 to 5 years	8		
Less than 3 years	0		
Total score for qualifications and experience	80		
Overall score	130		
Minimum score	100		
Strength			
Weaknesses			

SUPPLIER 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 a price quotation, advertised competitive bid, limited bid or proposal). 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):

2.4 Company Registration Number:

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 presently employed by the state? **YES / NO**

2.7.1 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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached 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 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? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
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 **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

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

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

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

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 IN TERMS OF PARAGRAPH 23 OF
THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	8	
Tenderer who has 30% to 100% black women ownership	6	
Tenderer who has 30% to 100% black youth ownership	6	
Total Points allocated to Specific Goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

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.....

.....



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