

REQUEST FOR QUOTATION

RFQ NUMBER	JTC0006/2025-26
REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR STORAGE, MAINTENANCE, SET UP & BREAKDOWN, CLEANING, COLLECTING AND DELIVERING OF BRANDING MATERIAL FOR 60 AD HOC JOBURG TOURISM EVENTS AS AND WHEN REQUIRED OVER A PERIOD NOT EXCEEDING SIX MONTHS IN LINE WITH THE ORGANISATION'S MANDATE	

Date of advertisement:	14 October 2025	
Closing date:	21 October 2025	
Closing time:	10H00	
Compulsory briefing meeting date (if applicable)	N/A	
Quotations <u>MUST be physically deposited in the TENDER box at:</u> 4th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton		Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the latter address at the time indicated and no late submissions will be received.
Enquiries	Lumka Dlomo	LumkaD@JoburgTourism.com 068 386 3119
Procurement enquiries	Sphiwe Mbatha	Sphiwem@JoburgTourism.com 061 448 8217

ENTITY DETAILS				
Entity Type (tick/specify details)	Private	Partnership	Close Corporation	Sole Proprietor
	Other (specify)			
Entity Name	Legal Name			
	Trading as			
Entity Registration Number				
City of Johannesburg/JTC Vendor Registration Number (if already in possession)				
National Treasury Central Supplier Database number: (Compulsory)				
Income Tax Number				
VAT Reference Number (if applicable)				
Entity Street Address				
	Postal Code			
Contact Details of the Person Representing the Entity	Name			
	Telephone			
	Cell phone			
	E-mail address			

SCHEDULE OF PRICES/ RATES:

REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR STORAGE, MAINTENANCE, SET UP & BREAKDOWN, CLEANING, COLLECTING AND DELIVERING OF BRANDING MATERIAL FOR 60 AD HOC JOBURG TOURISM EVENTS AS AND WHEN REQUIRED OVER A PERIOD NOT EXCEEDING SIX MONTHS IN LINE WITH THE ORGANISATION'S MANDATE.

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of VAT)	

CONDITIONS OF QUOTATION

1. Quotation documents must be completed in black ink.
2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation.
3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule, it shall be crossed out in ink and be accompanied by an initial on each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp-Ex or a similar product. If correction fluid has been used on any specific price item, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the whole quotation will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above.
5. No price increases/adjustments will be considered.
6. All purchases will be made through an official purchase order form; therefore, no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
7. Johannesburg Tourism Company will not make any upfront payments and tenderers must ensure that they have sufficient cash flow to cover the provision of the goods/services.
8. To participate in the City's quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.

9. All prices must be quoted in the South African currency (SA rand), with all applicable taxes included.
10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non-VAT Vendors.
11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.
13. Prices quoted must be inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.
14. The successful company must provide labour for off-loading/delivering.
15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The Cit reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
16. In the event of price/s being based on the exchange rate, the successful tenderer(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations. Proof must be provided that an Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof and the invoice are not submitted to the Johannesburg Tourism Company that cover was taken out within 14 days after the order has been placed, the contract price adjustment will not be accepted and the contract may be cancelled.
17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.
18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
19. The Johannesburg Tourism Company reserves the right to cancel and re-issue the request for quotation.
20. Bidders should note that, in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS.
21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company.

22. False declaration on municipal bidding documents form (MBDs) will lead to automatic disqualification.

VALIDITY OF RFQ: 30 DAYS

I herewith confirm that I have read and understood the abovementioned conditions.

SIGNATURE_____

NAME_____

FORM "E"

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

Request qualified and experienced service providers to submit quotations to maintain, set up, breakdown, clean, collect and deliver branding material for 60 ad hoc Joburg Tourism events, in line with the organisation's mandate, over a period of six (6) months from date of appointment.

NB: Service providers should not quote to produce branding material. Joburg Tourism already has branding material to hand over to the service provider for the duration of the contract.

The scope of work entails the following deliverables:

- Receive and respond to conferences, events and activations briefs as per specification from the Marketing Manager.
- Attend site inspections prior to the event (when necessary).
- Keep Joburg Tourism branding material at your storage for easy access for branding set ups.
- Maintain, always secure and return branding material in a clean and good condition.
- Deliver and set up Joburg Tourism branding on site for every conference, event and activations branding set up request, and collect timeously.
- Compile evidence/branding report with images for all conference, events and activations branded and submit via email.
- Perform a monthly stock take of branding material, report damaged branding material and submit to the Marketing Manager via email.
- Replace broken or damaged branding if broken under the service provider's custody.

PRICING SCHEDULE:

ITEM	NUMBER OF EVENTS	PRICE/UNIT EXCL VAT	TOTAL PRICE EXCL VAT
Events Site Recce			
Pre- site visit/s to a location to assess 10 branding requirements and suitability of material required for a project		R	R
Small Set Up			
1 x Banner Wall, 4 x Pull Up Banners, 6 x Tear Drops and 6 x Floor Decals and 2 x Pop Up Banners	10	R	R
Medium Set Up			
2 x Banner Walls, 8 x Pull Up Banners, 20 x Tear Drops, 4 x Pop Up Banners, 2 x Gazebos	30	R	R
Large Set Up			
2 x Banners Walls, 20 x Pull Up Banners, 45 x Tear Drops, 10 x Garden Umbrellas	20	R	R
Photobooth Set Up			
1 x Gazebo, 1 x Banner Wall and 360 Photobooth (owned by Joburg Tourism)	20	R	R
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

PRICING SCHEDULE

Requirements

- (i) Cost containment regulations must be taken into account.
- (ii) Quoting reference number must be typed on the subject line when submitting the documents.
- (iii) Service providers must use the Treasury's booking guideline when quoting for the City of Johannesburg.
- (iv) The entity reserves the right to choose different service providers.

TABLE 2: PRICE AND EMPOWERMENT POINTS

PRICE	80 POINTS
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	20 POINTS EME/QSE – 10 points Enterprises located within the jurisdiction of the City of Johannesburg – 10 points

SCHEDULE OF PRICES/ RATES:

Quotation Description: REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR STORAGE, MAINTENANCE, SET UP & BREAKDOWN, CLEANING, COLLECTING AND DELIVERING OF BRANDING MATERIAL FOR 60 AD HOC JOBURG TOURISM EVENTS AS AND WHEN REQUIRED OVER A PERIOD NOT EXCEEDING SIX MONTHS IN LINE WITH THE ORGANISATION'S MANDATE.	
Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

Bidders are required to quote for ALL items in the pricing schedule and failure to do so will render the offer non-responsive based on the proposal being considered an incomplete offer.

RETURNABLE DOCUMENTS

1. Completed and signed form of pricing schedule.
2. Completed and signed MBD forms (MBD 3.3, 4, 6.1, 8 and 9)
3. Declaration on State of Municipal Accounts.
4. Current/recent CSD report of the bidder (not older than 3 months).
5. Municipal accounts of both the bidder (company) and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s.
6. Valid copies of all mandatory documents.

DISQUALIFICATION CRITERIA

1. Failure to quote for all items in the pricing schedule.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the company and all its directors not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears, proof of acknowledgement of debt must be provided.
3. Directors and principal members not in the service of the state.
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers.

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1. Full Name of bidder or his or her representative/s.....
 - 3.2. Identity Number:
 - 3.3. Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4. Company Registration Number:
.....
 - 3.5. Tax Reference Number
.....
 - 3.6. VAT Registration Number:
.....
 - 3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8. Are you presently in the service of the state? YES / NO
 - 3.8.1. If yes, furnish particulars.....

.....

¹MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months?YES / NO

3.9.1.If yes, furnish particulars.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?YES / NO

3.10.1. If yes, furnish particulars.

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1. If yes, furnish particulars

3.12. Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1. If yes, furnish particulars.

.....

3.13. Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1. If yes, furnish particulars.

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1. If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
 Signature

.....
 Date

.....
 Capacity

.....
 Name of Bidder

MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations invited.
2. It serves as a declaration to be used by Municipalities and Municipal entities 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 tender of any tenderer may be rejected if that tenderer, or any of its directors have:
 - a. abused the Municipality's / Municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:
 - 4.1 Is the tenderer or any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector?

(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem (listen to the other side) rule was applied).

- ☐ Yes
☐ No

4.1.1 If so, furnish particulars:

- 4.2 Is the tenderer 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)?

(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445

- ☐ Yes
☐ No

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) 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. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD 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 (MBD 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 Municipality / Municipal Entity)

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 authorised 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 authorised 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 organisation, 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.

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

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

1. Name of bidder
- ii. Registration Number
- iii. Municipality where business is situated
.....
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
1.
2.
3.
4.
5.
6.
7.

C Documents to be attached.

- 1 A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- 2 A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- 3 Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 10:00

CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	 days
.....	R.....	 days
.....	R.....	 days
.....	R.....	 days