



SOUTH AFRICAN TOURISM

Date: 13 July 2022

RFQ-13-FAC-2022

Dear Bidder

Subject Matter: RFQ: Recycling Firms - Destruction of Electronic Waste

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

Having regard for the aforementioned SA Tourism is hereby extending an invitation to your firm, as part of a competitive bidding process, to submit a cost proposal to enlist the services from Recycling Firms to purchase electronic waste and issue destruction certificate.

To this effect, SA Tourism wishes to procure the following: Destruction of Electronic Waste

1. Disposed / Written-off movable assets comprising electronic waste / scrapped equipment needs to be removed from site by recycling firms and issue a destruction certificate. The recyclers may arrange for viewing the electronic waste listed below if needed. Accounting officer has approved the request to dispose scrap assets.

Project Deliverables:

2. Recycling companies are invited to bid for the electronic scrap assets
3. The highest bidder will pay for the assets and remove the assets from the building at South African Tourism Head Office, 90 Protea Road, Sandton.
4. The recycling company must issue South African Tourism with a destruction certificate that confirms that the assets have been destroyed/ recycled and not be resold.

16342	Laptop-Dell Latitude E6420	8RXH5R1	Sandton Head Office	Sandton Basement	Broken	Owned
16343	Laptop-Dell Latitude E6420	99YH5R1	Sandton Head Office	Sandton Basement	Broken	Owned
17569	Dell Latitude E6420	C9H3GS1	Sandton Head Office	Sandton Basement	Broken	Owned
18089	Dell Latitude E6430 - Laptop	F8NLGV1	Sandton Head Office	Sandton Basement	Broken	Owned
18249	Dell Latitude E6530 - Laptop	IPKLG1	Sandton Head Office	Sandton Basement	Broken	Owned
18269	Dell Latitude E6530 - Laptop	FWKLG1	Sandton Head Office	Sandton Basement	Broken	Owned
18272	Dell Latitude E6530 - Laptop	1NKLGV1	Sandton Head Office	Sandton Basement	Broken	Owned
18289	Dell Latitude E6530 - Laptop	4PKLG1	Sandton Head Office	Sandton Basement	Broken	Owned
18643	Dell latitude E6330 : Standard Base	2YH48W1	Sandton Head Office	Sandton Basement	Broken	Owned
18665	Dell latitude E6430 : Standard base	C8FC8W1	Sandton Head Office	Sandton Basement	Broken	Owned
18667	Dell latitude E6430 : Standard Base	870D8W1	Sandton Head Office	Sandton Basement	Broken	Owned
19027	Dell latitude E6330 standard base	6ZK6YW1	Sandton Head Office	Sandton Basement	Broken	Owned
48345	Dell Latitude 14 5000 series laptop	4BZDD12	Sandton Head Office	Sandton Basement	Broken	Owned
48346	Dell Latitude 14 5000 series laptop	9Y0FD12	Sandton Head Office	Sandton Basement	Broken	Owned
48353	Dell Latitude 14 5000 series laptop	70ZFD12	Sandton Head Office	Sandton Basement	Broken	Owned
82345	Dell Latitude E5440 laptop	9QVXN32	Sandton Head Office	Sandton Basement	Broken	Owned
99347	Dell latitude E5450	FMW2P32	Sandton Head Office	Sandton Basement	Broken	Owned
99348	Dell latitude E5450	966NN32	Sandton Head Office	Sandton Basement	Broken	Owned
99351	Dell latitude E5450	6MF9P32	Sandton Head Office	Sandton Basement	Broken	Owned
99356	Dell venue 11 Pro model 1739 tablet	A/S 080-854-0067	Sandton Head Office	Sandton Grnd Floor	Broken	Owned
99357	Dell venue 11 Pro model 1739 tablet	4BD-000NA00	Sandton Head Office	Sandton Grnd Floor	Broken	Owned
99420	Dell Latitude E5450 laptop	95H1Y52	Sandton Head Office	Sandton Basement	Broken	Owned
99449	Dell latitude E6430 laptop	12FC8W1	Sandton Head Office	Sandton Basement	Broken	Owned
99450	Dell latitude E6420 laptop	1Q33GS1	Sandton Head Office	Sandton Basement	Broken	Owned
99608	DELL LATITUDE E5470	6XRFLC2	Sandton Head Office	Sandton Basement	Broken	Owned
99623	DELL LATITUDE E5470	3BFVTC2	Sandton Head Office	Sandton Basement	Broken	Owned
99632	DELL LATITUDE E7270	F6TTTC2	Sandton Head Office	Sandton Basement	Broken	Owned
99715	DELL LATITUDE	2Y4LGH2	Sandton Head Office	Sandton Basement	Broken	Owned
17969	Dell OptiPlex 9010 AIO - Desktop		Sandton Head Office	Sandton Basement	Broken	Owned
99544	Dell optiplex desktop		Sandton Head Office	Sandton Basement	Broken	Owned
18443	Dell Latitude E6430 : Standard base		Sandton Head Office	Sandton Basement	Broken	Owned
99349	Dell latitude E5450		Sandton Head Office	Sandton Basement	Broken	Owned
99567	Dell laptop		Sandton Head Office	Sandton Basement	Broken	Owned
99488	Dell Latitude E5450		Sandton Head Office	Sandton Basement	Broken	Owned
19026	Dell latitude E6330 standard base		Sandton Head Office	Sandton Basement	Broken	Owned
19205	Dell Latitude E6430 : Standard Base		Sandton Head Office	Sandton Basement	Broken	Owned
19206	Dell Latitude E6330 : Standard Base		Sandton Head Office	Sandton Basement	Broken	Owned
48347	Dell Latitude 14 5000 series laptop		Sandton Head Office	Sandton Basement	Broken	Owned
48348	Dell Latitude 14 5000 series laptop		Sandton Head Office	Sandton Basement	Broken	Owned
48352	Dell Latitude 14 5000 series laptop		Sandton Head Office	Sandton Basement	Broken	Owned
67345	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67346	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67347	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67348	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67349	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67351	Dell E5440 Latitude 14500 series		Sandton Head Office	Sandton Basement	Broken	Owned
67352	Dell E5440 Latitude 14500 Series		Sandton Head Office	Sandton Basement	Broken	Owned
67353	Dell E5440 Latitude 14500 Series		Sandton Head Office	Sandton Basement	Broken	Owned
67354	Dell E5440 Latitude 14500 Series		Sandton Head Office	Sandton Basement	Broken	Owned
4761	mprpho smart finger print machine		Sandton Head Office	Sandton Basement	Broken	Owned
19165	Apple Ipad wifi cellular 32GB		Sandton Head Office	Sandton Basement	Broken	Owned
99791	APPLE IPAD		Sandton Head Office	Sandton Basement	Broken	Owned
19125	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19126	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19127	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19128	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19129	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19131	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19132	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19133	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19135	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19136	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19138	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
19139	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
93352	Biometric finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
93353	Biometrics finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
93354	Biometrics finger reader		Sandton Head Office	Sandton Basement	Broken	Owned
99651	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
99652	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
99653	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
99654	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
99649	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
99650	Biometric finger reader access		Sandton Head Office	Sandton Basement	Broken	Owned
18725	HP CTO Chasis server - production		Sandton Head Office	Sandton Basement	Broken	Owned
18726	HP CTO Chasis server - Production		Sandton Head Office	Sandton Basement	Broken	Owned
18727	HP CTO Chasis server - production		Sandton Head Office	Sandton Basement	Broken	Owned
18728	HP CTO Chasis server - DEV		Sandton Head Office	Sandton Basement	Broken	Owned

1. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for financial proposals.

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below:-

- (a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (b) Valid certified copy of B-BBEE certificate or Sworn Affidavit – B-BBEE Exempted Micro Enterprise;
- (c) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website and email address) where similar work were undertaken.
- (d) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (e) Declaration of Interest – SBD 4;
- (f) Preference Point Claim Form – SBD 6.1;

2. Evaluation Method

The cost proposals will be evaluated on comparative price and B-BBEE level of contribution, using the 80/20 preference point system contemplated in the Preferential Procurement Regulations 2017 where 80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations

The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

Points for B-BBEE level of contribution will be awarded in accordance with the below table:-

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates issued by a SANAS credited agency or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims.

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

Bidders who do not submit B-BBEE Status Level Verification Certificates or Sworn affidavits, in the case of EME's and QSE's, or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

3. National Treasury Centralized Supplier Registration and B-BBEE Certificates

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

4. Deadline for submission

All proposals must be e-mailed, in PDF format, to quotes@southafrica.net no later than **12H00 on Wednesday, 20 July 2022** and should remain valid for at least 45 days after the closing date.

5. Confidentiality

The request for a cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

6. Terms of engagement

No service should be provided to SA Tourism and no amount will become due and payable by SA Tourism before an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order.

7. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the assignment, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

8. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's sourcing specialist must be given immediate written notice to this effect.

9. Retention

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

10. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

11. Cancellation of the request

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request, to amend the term or to postpone this work by email notice to all parties who have received this request.

12. Clarification

Any clarification required on any aspect concerning this request is to be requested in writing. From: **quotes@southafrica.net**

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism