



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

Dear Supplier / Bidder

This serves as the request for quotation (RFQ) from the Department of Tourism for suppliers to prepare and submit written price quotation. **Note that the 80 / 20 preference point system will be applied.** Bidders are required to submit written price quotation including valid B-BBEE certificate or proof of B-BBEE level in the form of attached sworn affidavit for EME or QSE, compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report, banking details, SBD 6.1 before stipulated closing date and time.

Bidders must adhere to the following instructions and non adherence may result in disqualification of the proposal / RFQ;

1. Standard Bidding Document (SBD1) or RFQ must be completed and signed;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed and signed;
3. All written price quotations or bids received after closing date and time of **11 NOVEMBER 2022 at 12H00PM** will not be considered – (will be disqualified and recorded as received late)

NOTE : All completed and signed documents should be returned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to the following email address:
quotationsscm@tourism.gov.za

Kind regards

PART A REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER: DM189/22		CLOSING DATE: 11-11-2022		CLOSING TIME: 12H00PM	
DESCRIPTION: PROCUREMENT OF GOODS AS SPECIFIED BELOW					
PROPOSALS: TO DEVELOP A TOURISM SECTOR PROFESSIONALIZATION STRATEGY					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS					
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA					
NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE	NUMBER		
CELLPHONE 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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		[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)?					
<div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					
<div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					
<div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					
<div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					
<div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
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.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationsscm@tourism.gov.za OR HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** IS PRICE AND **20** POINTS IS FOR B-BBEE.
- 1.6. POINTS SCORED WILL BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES.
- 1.7. A TRUST, CONSORTIUM OR JOINT VENTURE (INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES) **MUST** SUBMIT A VALID CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE TENDER OR RFQ
- 1.8. POINTS FOR B-BBEE STATUS LEVEL CONTRIBUTOR WILL ONLY BE ALLOCATED PROVIDED THAT THE CLOSING DATE OF THE TENDER OR RFQ FALLS WITHIN THE EXPIRY DATE SPECIFIED ON PROOF OF B-BBEE.
- 1.9. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND B-BBEE POINTS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.10. BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.11. THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
- 1.12. THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE.
- 1.13. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE

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 WWW.SARS.GOV.ZA.
- 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.
- 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. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?		

ANNEXURE C	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE D	IS BIDDER'S PROOF OF VALID B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: (A) B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; OR (B) A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
ANNEXURE E	IS BIDDER'S SWORN AFFIDAVIT - B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL OR QUALIFYING SMALL ENTERPRISE - SPECIALISED ENTITY - GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
ANNEXURE F	IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS.		
ANNEXURE G	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E. (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW OR STIPULATE IN THE DESCRIPTION OF GOODS).		

4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATEGORIES OF GOODS

NOTE: ONLY BIDDERERS WHO HAVE COMPLETED AND SUBMITTED THE SBD 6.2 TOGETHER WITH THE LOCAL CONTENT DECLARATIONS ANNEXURE C, ANNEXURE D AND ANNEXURE E AND ADHERE OR COMPLY TO THE STIPULATED MINIMUM THRESHOLD (%) WILL BE CONSIDERED / APPOINTED. NON-COMPLIANT SUPPLIERS WILL NOT BE EVALUATED ON POINTS FOR PRICE AND B-BBEE THEREFOR THEY WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

DESCRIPTION OF GOODS	REQUIRED MINIMUM % - LOCAL CONTENT	TICK APPLICABLE %
TABLE 1 - OFFICE FURNITURE		
Melamine office desk with drawers	70 %	
Office desk (drawers) with timber top on steel frame	90 %	
Office desk (drawers) with superwood (MDF) top on steel frame	90 %	
Melamine / Paper foil office desk with drawers	70 %	
Stacker upholstered chair - 4 legged without arms	100 %	
Side upholstered chair - sleigh base with arms	70 %	
High back upholstered chair with arms on 5 star	65 %	
Steel stationery cupboard	100 %	
Steel drawer(s) filing cabinet	100 %	
Wood stationery cupboard	100 %	
Wood drawer(s) filing cabinet	100 %	
TABLE 2 : TEXTILE, CLOTHING, LEATHER AND FOOTWEAR SECTOR		
Textile, Clothing, Leather and Footwear Sector	100%	

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- IN THE EVENT THAT TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL POINTS, THE SUCCESSFUL TENDERER WILL BE THE ONE THAT SCORE THE HIGHEST POINTS FOR B-BBEE;
- IF TWO OR MORE TENDERERS HAVE EQUAL POINTS, INCLUDING EQUAL PREFERENCE POINTS FOR B-BBEE, THE SUCCESSFUL TENDER WILL BE THE ONE SCORING THE HIGHEST SCORE FOR FUNCTIONALITY, IF FUNCTIONALITY IS PART OF THE EVALUATION PROCESS;
- IN THE EVENT THAT TWO OR MORE TENDERERS ARE EQUAL IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

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

THE DEPARTMENT RESPECT YOUR PRIVACY AND ACKNOWLEDGE 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 THE 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 ARCHIVE YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS

7. DELIVERIES

- ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	<p>Service Provider to:</p> <ul style="list-style-type: none"> • Conduct an environmental scan on professionalization of the Tourism industry in South Africa • Develop the Tourism Sector Professionalization Strategy • Develop a code of conduct for Tourism professionals • Consult on the strategy and code of conduct <p>THE SERVICE PROVIDER SHOULD READ AND UNDERSTANDS THE ATTACHED TERMS OF REFERENCE AS IT IS THE GUIDING DOCUMENT.</p>	1	
	TOTAL PRICE EXCLUDING VAT		
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
	GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)		

NB: FAILURE TO SUBMIT A DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

NDHUMA MAKAMU
DIRECTOR – TSHRD & GOVERNANCE

DATE: 27/10/2022

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

DATE:.....



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A TOURISM SECTOR PROFESSIONALISATION STRATEGY FOR THE TOURISM SECTOR

1. PURPOSE

- 1.1. The document contains Terms of Reference (ToRs) for the development of a Tourism Sector Professionalization Strategy.

2. BACKGROUND & CONTEXT

- 2.1. The Department of Tourism in partnership with Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) reviewed the Tourism Human Resources Development (THRD) Strategy 2008 and Skills Audit 2008 during the 2016-2017 financial year. The Department made a commitment to spearhead the HRD strategy for the industry in South Africa thereby reflecting the value it places on the investment in tourism workforce development.
- 2.2. The implementation plan of the TSHRD Strategy prioritizes the promotion of professions among specific occupations in the tourism industry by means of establishing Centres of Excellence (COEs) for the Tourism Sector in partnership with relevant stakeholders towards advancing the promotion of professionalism in the industry.
- 2.3. The Tourism Sector is highly dependent on its workforce, which is required to provide quality and excellent service to contribute to the integral experience of a tourist. It has been observed that tourism services are at times shockingly poor and does not meet the basic needs of tourists. This is evidenced by a number of complaints received from tourists on poor service received and safety related issues.
- 2.4. Professionalisation of careers/occupations in the sector will contribute to workers acquiring the necessary skills required through continuous professional development which will be provided by professional bodies to ensure inclusive and sustainable tourism growth. The professionalization of the tourism sector will also assist in ensuring that tourism professionals subscribe to high ethical standards.

3. SCOPE OF WORK & APPROACH

- 3.1. The aim of the project is to develop a Tourism Sector Professionalisation Strategy, i.e. Framework that includes guidelines on professional code of conduct for the tourism practitioners.

- 3.2. The appointed service provider is expected to conduct research on the professionalization of the tourism sector. The service provider should have a great knowledge and understanding of sector professionalisation as well as processes of establishing the Professional bodies/ structure. This strategy should provide the blueprint for the professionalization of the tourism sector development. It should propose preferable modalities that might be suitable for the sector with some institutional arrangements proposals as well as timeframes.
- 3.3. The appointed service provider will be expected to define departments key stakeholders and facilitate stakeholder engagements including round table meetings for sub-sectors to define key focus areas and technicalities pertaining to each sub-sector.
- 3.4. The Service Provider will be expected to also consult on the first draft of the framework with tourism stakeholders nationally to get their inputs prior to finalizing strategy. Therefore, it is envisioned that the service provider will conduct national workshops (either at provincial sectoral level or at sub sectoral level nationally) to engage the tourism stakeholders on the draft and final draft of the strategy.
- 3.5. In addition, the three-project management team (PMT) meetings will be held in Pretoria which include the inception meeting, regular project advisory committee meetings and a closeout meeting. The inception meeting will be used to discuss the scope of the project in more detail and to finalise the project plan. The inception meeting will include conducting a brainstorming session with the PMT to identify key participants for the project. The advisory committee meetings will be used to report on progress and the close out meeting will be used to present final deliverables and reflect on learnings.
- 3.6. The project management team will consist of project managers from Department of Tourism and the service provider. There should be consistent communication between the service provider and the Project Manager at Department of Tourism. The responsibilities and functions of the service provider will include providing technical input on the project and project progress. The experts ought to provide overall quality assurance of the work and to report any changes made regarding personnel, approach and activities to complete assignment.
- 3.7. It is important to note that the service provider will have to make provisions for all necessary travel and logistic requirements in their proposal for the costs relating to the catering, travel and accommodation for their implementing team.
- 3.8. The project will require proactive project management to ensure that tasks are initiated on time, executed with professionalism and that outputs are of a superior technical quality and delivered within budget.
- 3.9. The Service Provider will perform the following tasks:
 - Phase 1: Development of the sector professionalization strategic framework
 - Develop project plan
 - Identify key stakeholders

- Conduct an environmental scan
- Investigate possibilities of regulating tourism practitioners
- Investigate the possibilities of developing a code of conduct for tourism practitioners
- Scope the work – content of the strategy and priority areas
- Develop a draft framework for the professionalization strategy

Phase 2: Development of the tourism sector professionalization strategy

- Consult key stakeholders on the strategy framework
- Draft the professionalization strategy
- Consult stakeholders on the draft strategy
- Incorporate inputs on the draft strategy
- Submit final strategy to the department

3.10. Deliverables

- Inception report (inclusive of inception minutes) with project plan.
 - Draft Framework for the Professionalisation Strategy which outlines the scope of the strategy and priority focus areas.
 - Report on consultation with key stakeholders consultation workshops
 - Draft tourism sector professionalization strategy.
 - Minutes from the project advisory committee meetings.
- Final tourism sector professionalization strategy

4. **TIMEFRAMES**

This project is expected to be completed within six (6) months period. The completion of this project based on timeframe that will be indicated by the Project Manager should be adhered to in order for the Department to deliver on its mandate.

5. **TEAM COMPOSITION AND STRUCTURE**

The project team requirements are as follows:

5.1. Project Manager

Responsibilities:

- Responsible for the overall project management including liaising with the department to report project progress, project monitoring etc.
- Provides overall quality assurance and oversight for the project team.
- Report all progress and challenges to the department for intervention or resolution

Qualifications:

- Relevant qualification degree in Business management studies that includes strategy development

- Experience in Project Management and Leadership.

Skills and experience:

- Minimum 8 years of experience in the research field
- Very good communication and report writing skills.
- Very good project management, analysis and coordination skills.
- Very good understanding and knowledge of professionalization.
- Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders.

5.2 Project Coordinator

Responsibilities:

- Responsible for the overall project coordination.
- Provides overall facilitation and coordination for the project team.

Qualifications:

- Relevant qualification degree in Business management
- Experience in Project Management and Coordination

Skills and experience:

- Minimum 5 years of experience in the research field
- Very good communication and report writing skills.

5.3 Project Administrator

Responsibilities:

- Responsible for the overall project administration and logistics
- Provides overall administration and logistical arrangements for the project team.

Qualifications:

- Relevant qualification diploma / certificate in Administration
- Experience in Project Administration

Skills and experience:

- Minimum 2 years of experience in office / project administration
- Very good communication and report writing skills.

6. EXPRESSION ON INTEREST AND COSTING

The service provider shall submit a proposal that among other things includes:

- A brief description of the project;
- Detailed research/survey methodology for developing a professionalisation strategic framework
- Project charter indicating project plan with clear time frames
- Data collection instruments to be used
- Data analysis and presentation of results /findings
- Method of dissemination of findings and recommendations
- Indication of Capacity and ability to perform the project;
- List of similar projects undertaken by the service provider in the past (including the list of references, their contact details and referral letters);
- List of project team and their experiences;
- Breakdown of costs;

7. EVALUATION CRITERIA

7.1 The Department will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act No 5 of 2000 (PPPFA) and the Broad Based Black Economic Empowerment Act 53 of 2003, the bid will be evaluated in the following phases:

7.1.1 Phase 1: Administrative Compliance

7.1.2 Phase 2: Functional / Technical Evaluation

7.1.3 Phase 3: Price and BBBEE Level contributor

Phase 1: Administrative Compliance

- Signed Standard Bidding documents
- Valid Tax Clearance Certificate

Phase 2: Functional / Technical Evaluation

The service provider will be evaluated on functionality. The Bid documents will be evaluated individually on score sheet, by a representative evaluation panel according to the evaluation criteria indicated in the Terms of Reference. All bidders who scored at least 60 out of 100 for functionality will be considered for further evaluation. Bidders will be shortlisted and may possibly be invited to do a presentation on their proposals at their own cost. A bid proposal will be disqualified if it fails to meet the minimum qualifying score for functionality as per the bid invitation.

The following criteria will be used in particular as the criteria for appointment.

1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
Skills/ Expertise on the area of Bid submitted for: (Proven experience and expertise of the service provider)	<ul style="list-style-type: none"> • Strategy development with implementation plan track record. • Demonstrable knowledge and experience of developing strategic framework • Demonstrable evidence of being an expert in understanding sector professionalisation • Demonstrable knowledge and experience of processes involved in the establishment of professional bodies/structure. • Demonstrate knowledge and experience in developing code of conduct 	35
Methodology to be used (Quality of research/survey methodology)	<ul style="list-style-type: none"> • Understanding and conceptualisation of the assignment (technical approach and research design). • Proposed research/survey methodology and approach. • Sound understanding and interpretation of the TOR and project objectives. 	40
	<ul style="list-style-type: none"> • Alignment of proposed methodology with required outputs. • Analysis and reporting methods 	
Project Management experience	<ul style="list-style-type: none"> • comprehensive project plan with clear milestones, timelines, budget and responsible people for different phases of the project • Capacity and commitment to deliver on time and within budget • Qualification and experience of team members. 	25
	TOTAL POINTS ON FUNCTIONALITY MUST ADD TO: 100	100

Phase 3: The 80/20 Principle Points awarded for Price and on B-BBEE Status Level of Contribution.

The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on Broad Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2011.

8. DISBURSEMENT

The Service Provider will make provisions in the proposal for all necessary travel and logistic requirements for their implementing team. The Department of Tourism will make provision and will source venue and catering for the participants during consultation sessions.

9. REPORTING

The appointed Service Provider will report to the Director: Tourism Sector Human Resource Development and Governance. The report will not be limited to *ad hoc* activities, monthly and close-out or annual report and expenditure report. The Service Provider shall compile the report that will be approved by the Director before it can be sent to the DDG. The report shall outline among other matters and the status on the implementation of the project.

10. RULES OF BIDDING

The Department of Tourism reserves the right not to award the bid/project/contract.

- The Department of Tourism reserves the right to call for interviews with short-listed bidders before final selection.
- Presentation may be required by the Evaluation Committee for this project, and in that case, the Bidders doing presentation will be evaluated individually on the score sheet by the evaluation panel on the same evaluation criteria.
- The Department of Tourism reserves the right to negotiate price with the preferred bidder.
- A shortlisted bidder, if requested, must be prepared to present evidence of organizational restructuring research experience and institutional capability to conduct a study of this magnitude.
- Late submissions will not be considered.
- A presentation to the bidders outlining certain aspects of the project shall be made by the designated Department of Tourism officials.

11. DOCUMENTS TO BE SUBMITTED

- Company profile and proposals
- Original Tax Clearance Certificate

- Copies of any Shareholders agreement
- ID copies of Shareholder/Directors
- A copy of the current memorandum and articles of association of the company or constitutional documents of the company
- B-BBEE Credentials
- Declaration of interest
- Declaration statement
- Referral letter's