



**Johannesburg Tourism Company NPC**  
A City of Johannesburg Metropolitan Municipality Entity  
Reg. No. 2003/009873/08

Sandton Library Offices  
Nelson Mandela Square  
West Street, Sandton  
Johannesburg  
South Africa

P.O Box 7776  
Johannesburg  
South Africa  
2000

Tel +27 11 779 0200  
[www.joburgtourism.com](http://www.joburgtourism.com)

## REQUEST FOR QUOTATION

|                                                                                                                                                                                                                                                     |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| RFQ Number                                                                                                                                                                                                                                          | JTC 0027-2023/24 |
| <b>DESCRIPTION: REQUEST FOR A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PRODUCE, DESIGN, SOURCE IMAGES, PRINT AND DELIVER THE FOLLOWING JOBURG TOURISM COLLATERAL FOR INFORMATION DISSEMINATION ONLINE AND AT DIFFERENT MARKETING PLATFORMS</b> |                  |
| <b>THIS REQUEST FOR PROPOSAL IS FOR<br/>THE JOHANNESBURG TOURISM COMPANY</b>                                                                                                                                                                        |                  |

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of advertisement:                                                                                                                                                                                                                      | 15 May 2024                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Closing date:                                                                                                                                                                                                                               | 27 May 2024                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Closing time:                                                                                                                                                                                                                               | 10H00                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Non-compulsory briefing meeting date                                                                                                                                                                                                        | 20 May 2024<br>Time: 10:30 am                                                                                                                                                                                                                                                                                                                                                                                                         |
| Quotations may be deposited in bid box at:<br>4 <sup>th</sup> Floor Joburg Tourism Company Offices<br>Sandton Library Offices<br>Nelson Mandela Square<br>West Street, Sandton<br><br>Note well:<br>No emailed bids will entered/considered | 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:<br><br>THE ACCOUNTING OFFICER<br>JOHANNESBURG TOURISM COMPANY<br><br>Quotations will be opened at the latter address at the time indicated and no late submissions will be received. |
| Procurement Enquiries                                                                                                                                                                                                                       | <a href="mailto:Sphiwem@joburgtourism.com">Sphiwem@joburgtourism.com</a><br>Tel: (011) 779 0200                                                                                                                                                                                                                                                                                                                                       |
| Technical Enquiries                                                                                                                                                                                                                         | Pontsho Moeketsi<br><a href="mailto:Pontshom@joburgtourism.com">Pontshom@joburgtourism.com</a><br>Tel: (011) 779 0200                                                                                                                                                                                                                                                                                                                 |

## ENTITY DETAILS

|                                                                        |                 |             |                   |  |                 |
|------------------------------------------------------------------------|-----------------|-------------|-------------------|--|-----------------|
| Entity Type                                                            | 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 have) |                 |             |                   |  |                 |
| National Treasury Central Supplier Database number: (Compulsory)       |                 |             |                   |  |                 |
| Entity Street Address                                                  |                 |             |                   |  |                 |
|                                                                        | Postal Code:    |             |                   |  |                 |
| Contact Details of the Person Representing the Entity                  | Name            | :           |                   |  |                 |
|                                                                        | Telephone       | :           |                   |  |                 |
|                                                                        | Cell phone:     | :           |                   |  |                 |
|                                                                        | E-mail address  | :           |                   |  |                 |
| Income Tax Number                                                      |                 |             |                   |  |                 |
| VAT Reference Number (if applicable)                                   |                 |             |                   |  |                 |

## SCHEDULE OF PROCESS/RATES

### QUOTATION DESCRIPTION:

REQUEST FOR A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PRODUCE, DESIGN, SOURCE IMAGES, PRINT AND DELIVER THE FOLLOWING JOBURG TOURISM COLLATERAL FOR INFORMATION DISSEMINATION ONLINE AND AT DIFFERENT MARKETING PLATFORMS

|                                       |     |
|---------------------------------------|-----|
| 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 at 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 item price, 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 quotation as a whole 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 South African currency (SA rand), 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 all 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 entity 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/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover to protect the entity against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, 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 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 (MBD) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

**VALIDITY OF RFQ: 30 DAYS**

**I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.**

**SIGNATURE**\_\_\_\_\_

**NAME**\_\_\_\_\_

## BRIEF OVERVIEW

Request from qualified experienced service provider to submit quotation for the sourcing, designing, branding, packaging and delivering of Joburg Tourism corporate gifts and apparel according to the specifications. Supplier to bring in items samples and submit artwork for approval before production and branding on the items.

**NB: JOBURG TOURISM TO PROVIDE LOGO BOTH CONVENTION AND LEISURE LOGO'S FOR ALL ITEMS TO BE BRANDED**

## SCOPE OF WORK

Request for a qualified and experienced service provider to produce, design, source images, print and deliver the following Joburg Tourism collateral for information dissemination online and at different marketing platforms

All the produced collateral must be digital and accessible by QR code and downloadable via Tourism website and MobiApp (PDF, Pub). Translation of online brochures into seven (7) different international languages i.e. French, Dutch, Mandarin, Spanish, Portuguese, Italian, German.

## IMPORTANT NOTE:

- Joburg Tourism does not have or hold open files for the requested brochures, therefore the appointed services will have to design and produce the brochures as per specification. Upon completion, the service provider is required to submit the brochure/s and the open file for future use.
- Service provider is welcome to collect samples of existing brochures from the Joburg Tourism Office at 4<sup>th</sup> floor, Sandton Library, Nelson Mandela Square, Sandton during office hours, i.e. 09h00 to 16h30 from Monday to Friday.
- Joburg Tourism to provide updated content for the brochures, logo and company information contact details and website address for the brochure cover pages.
- The appointed service provider needs to source the images and verify copyright/ ownership before use of images JTC will NOT be liable for any litigation as a result of wrongful use of images, in line with POPIA.
- ALL brochures must have a QR Code (Scan Code)
- Appointed service provider to submit proofs and a mock up /copy for ALL brochures for approval before production of the whole order.

### a) A3 FOLD UP JOBURG CITY TOURIST ATTRACTIONS MAP

Design, layout, production, and printing of a post card size, A3, foldable and electronic Joburg tourist maps and South African Map/leaflet in full color.

Joburg Tourist Map must be as per the below **specifications**:

- Design and printing of foldable Joburg A3 (suitable size) foldable to DL Maps
- Print Full color both side
- Synthetic Paper: 135sgm
- Quantity: 12 000 copies Joburg tourist map
- Branding: Joburg Tourism to provide logo in the front & office details in the back
- In addition, provide **2 extra copies of the newly designed Joburg tourist map 2m width and 1.5m length** for display at Johannesburg Tourism Information Centers
- Supplier to submit a mockup /copy for approval before production of the whole order
- The appointed service provider needs to source the images and verify copyright/ ownership before use of images JTC will NOT be liable for any litigation as a result of wrongful use of images

NB: JOBURG TOURIST MAP MUST COMPRISE AND FEATURE THE BELOW DETAILS (JOBURG TOURISM TO PROVIDE CONTENT):

- Museums (colour coded, numbered and shown by symbol where applicable)
- Places of Interest & Attractions (color coded, numbered and shown by symbol where applicable)
- Activities (colour coded, numbered and shown by symbol where applicable)
- Tourism Hotspot (highlighted in the map)
- Colour code/ theme the museum, places of interest & attractions and activities e.g. museums be coloured in orange and places of interest & attractions coloured in blue etc.
- Legend (table of symbols)
- Index to point of interest (Number and name /short description),
- Quality Images of top highlights/must see attractions (Maboneng, Johannesburg Holocaust & Genocide Centre, Museum Africa, Constitution Hill, June 16 Memorial, Credo Mutwa Village, Red Bus City Sightseeing).
- The appointed service provider need to source the images and verify copyright/ ownership before use of images JTC will NOT be liable for any litigation as a result of wrongful use of images
- Map QR Code (Scan Code)
- Attraction index to be categorized e.g. museums, attractions and activities.

#### **b) SOUTH AFRICAN MAPS**

Service provider to source **2 additional readily available detailed South African Map** for display at Johannesburg Tourism Information Centres

Size: 2m width and 1.5 length or similar size

Quantities: 5

Paper quality: 200sgm

#### **c) A5 JOBURG ACCOMMODATION GUIDE**

Quantity: 2 000

Size: A5 booklet

No of pages 4 cover pages and 100 content pages

Text: Printed full color both sides

Content: List of accommodation facilities in Joburg 7 regions ie hotels , backpackers, guesthouses, motels etc complemented with images to go with the content; namely images of different accommodation establishments. Include budget for buying images online should a need arise.

Mass: 150gsm power art matt white

Cover/finish: Printed in full color, 50% spot U Varnish with embossed front cover

#### **d) JOBURG ROUTES BOOKLET**

Quantity: 2 000 copies

Size: A5 booklet, 4 cover pages and 50 content pages

Text: Printed full color both sides

Content: Feature historic, struggle, heritage, arts and cultural sites

Images: Highlight historic, arts, heritage and struggle tourist attraction routes. Include budget for buying images online should a need arise.

Mass: 150gsm power art matt white

Cover/finish: Printed in full color, 50% spot U Varnish with embossed front cover

No of pages 4 cover pages and 50 content pages

#### **e) A5 DESTINATION TOURISM BROCHURE**

- f)
- |               |                                                                                                                                                                                                                                         |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity:     | 5 000                                                                                                                                                                                                                                   |
| Size:         | A5 booklet                                                                                                                                                                                                                              |
| Text:         | Printed full color both sides                                                                                                                                                                                                           |
| Content       | Joburg attractions, outdoor activities, shopping, dining, modes of transport, sports, adventure, hotels, buildings, nightlife activities, itineraries and list of tour operators                                                        |
| Images:       | Leisure images; namely Images of tourist attractions, outdoor activities, shopping, dining, modes of transport, sports, adventure, hotels, buildings, nightlife activities. Include budget for buying images online should a need arise |
| Mass:         | 150gsm power art matt white                                                                                                                                                                                                             |
| Cover/finish: | Printed in full color, 50% spot U Varnish with embossed front cover                                                                                                                                                                     |
| No of pages   | 4 cover pages and 100 content pages                                                                                                                                                                                                     |

g) **MEETINGS PLANNER GUIDE**

- |               |                                                                                                                                                                                                                                                                                                                   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity:     | 300                                                                                                                                                                                                                                                                                                               |
| Size:         | A4 booklet (landscape format)                                                                                                                                                                                                                                                                                     |
| Text:         | Printed full color both sides                                                                                                                                                                                                                                                                                     |
| Pages:        | 4 cover pages and 100 page A4 meetings planner guide                                                                                                                                                                                                                                                              |
| Images:       | Accommodation facilities, exhibition centres, meetings, conferences, airports, transport, infrastructure, tourist attractions, outdoor activities, shopping, dining, modes of transport, sports, adventure, hotels, buildings, nightlife activities. Include budget for buying images on line should a need arise |
| Mass:         | 150gsm power art matt white                                                                                                                                                                                                                                                                                       |
| Cover/finish: | Printed in full colour, 50% spot U Varnish with embossed front cover                                                                                                                                                                                                                                              |

h) **GENERIC JOBURG EVENTS GIG GUIDE FOR ONLINE PLATFORMS ONLY**

- |           |                                                    |
|-----------|----------------------------------------------------|
| Quantity: | 1 copy for digital platforms only edited quarterly |
| Size:     | A2                                                 |
| Images:   | Events/Festivals related images                    |
| Feature:  | Information on annual events in Joburg.            |

## EVALUATION CRITERIA

Evaluation will be undertaken using the 80:20 evaluation principle where 80 points will be for price and the 20 points will be for the attainment of the empowerment goals as stipulated below.

**TABLE 1: PRICING SCHEDULE:**

| Item                                           | Quantity | PRICE/<br>excl VAT | UNIT | TOTAL PRICE<br>Excl VAT |
|------------------------------------------------|----------|--------------------|------|-------------------------|
|                                                |          | R                  |      | R                       |
| A3 FOLD UP JOBURG CITY TOURIST ATTRACTIONS MAP | 12 000   |                    |      |                         |
| SOUTH AFRICAN MAPS                             | 05       |                    |      |                         |
| A5 JOBURG ACCOMMODATION GUIDE                  | 2000     |                    |      |                         |
| A5 JOBURG ROUTES BOOKLET                       | 2000     |                    |      |                         |
| A5 DESTINATION TOURISM BROCHURE                | 5000     |                    |      |                         |
| A4 MEETINGS PLANNER GUIDE (landscape format)   | 300      |                    |      |                         |
| ELECTRONIC JOBURG EVENTS CALENDER              | 01       |                    |      |                         |
| TRANSLATION OF ONLINE BROCHURES (7 LANGUAGES)  | 07       |                    |      |                         |
| DESIGN, LAYOUT AND PRINTING OF BROCHURES       | 01       |                    |      |                         |
| IMAGES SOURCING                                | 01       |                    |      |                         |
| QR CODING FOR BROCHURE                         | 01       |                    |      |                         |
| <b>TOTAL PRICE excl VAT</b>                    |          |                    |      |                         |
| <b>VAT</b>                                     |          |                    |      |                         |
| <b>TOTAL PRICE incl VAT</b>                    |          |                    |      |                         |

***Disclaimer:***

***The successful bidder shall be expected to have sufficient cash flow to project manage the work from beginning to end, since the JTC shall not offer upfront payment for any work to be done. Payment will be made upon submission of invoice/s for completed project/s.***

**TABLE 2: PRICE AND EMPOWERMENT PONITS**

| <b>PRICE: 80 POINTS</b>                                                   | <b>PREFERENTIAL GOALS</b>                                                                         | <b>Number of Points</b> |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------|
| <b>EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022</b> | Business owned by 51% or more – Black People                                                      | 5                       |
|                                                                           | Business owned by 51% or more – Women                                                             | 5                       |
|                                                                           | Enterprises located within the jurisdiction of the City of Johannesburg Metropolitan Municipality | 10                      |
|                                                                           | <b>Maximum Points</b>                                                                             | <b>20</b>               |

## PRICING REQUIREMENTS

|                                                                                                                                                                                                                                                                         |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>QUOTATION DESCRIPTION:</b><br><b>REQUEST FOR A QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PRODUCE, DESIGN, SOURCE IMAGES, PRINT AND DELIVER THE FOLLOWING JOBURG TOURISM COLLATERAL FOR INFORMATION DISSEMINATION ONLINE AND AT DIFFERENT MARKETING PLATFORMS</b> |            |
|                                                                                                                                                                                                                                                                         |            |
| <b>Pricing</b>                                                                                                                                                                                                                                                          | <b>(R)</b> |
| <b>Sub Total Price</b>                                                                                                                                                                                                                                                  |            |
| <b>Vat 15% (if applicable)</b>                                                                                                                                                                                                                                          |            |
| <b>Total Quoted Price (Inclusive of Vat)</b>                                                                                                                                                                                                                            |            |

**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

- Quotation on company letter head.
- Fully completed and signed MBD forms – 3.1, 3.3, 4, 6.1, 8 and 9
- Current/recent full CSD report of the bidder (not older than 3 months)
- Declaration on State of Municipal Accounts
- Valid certified BBBEE certificate or affidavit.
- Municipal accounts of both the bidder 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
- Municipal Account not in arrears for more than 90 days for the company with the address appearing on CSD report or lease agreement if leasing a property or affidavit if the company are neither leasing nor own a property.
- Fully completed pricing schedule - all parts must be quoted.
- Valid Tax Clearance certificate

## DISQUALIFICATION CRITERIA

- Failure to complete and signed form of bid
- Failure to complete the **Johannesburg Tourism Company** pricing schedule in full.
- Failure to attach a letter confirming errors or alteration in the price schedule.

## **CONDITIONS OF AWARD**

- Compliant tax status in terms of the CSD.
- Municipal accounts not older than 90 days for the Company and all its director's 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
- Directors and Principal members not in the Service of the State
- Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers.

## MBD 3.1: PRICING SCHEDULE – FIRM PRICES

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder .....BID NO: .....

Closing Date: .....

Closing Time: **10:00**

OFFER TO BE VALID FOR (30) DAYS FROM THE CLOSING DATE OF BID.

| Item                                           | Quantity | PRICE/<br>excl VAT | UNIT | TOTAL PRICE<br>Excl VAT |
|------------------------------------------------|----------|--------------------|------|-------------------------|
|                                                |          | R                  |      | R                       |
| A3 FOLD UP JOBURG CITY TOURIST ATTRACTIONS MAP | 12 000   |                    |      |                         |
| SOUTH AFRICAN MAPS                             | 05       |                    |      |                         |
| A5 JOBURG ACCOMMODATION GUIDE                  | 2000     |                    |      |                         |
| A5 JOBURG ROUTES BOOKLET                       | 2000     |                    |      |                         |
| A5 DESTINATION TOURISM BROCHURE                | 5000     |                    |      |                         |
| A4 MEETINGS PLANNER GUIDE (landscape format)   | 300      |                    |      |                         |
| ELECTRONIC JOBURG EVENTS CALENDER              | 01       |                    |      |                         |
| TRANSLATION OF ONLINE BROCHURES (7 LANGUAGES)  | 07       |                    |      |                         |
| DESIGN, LAYOUT AND PRINTING OF BROCHURES       | 01       |                    |      |                         |
| IMAGES SOURCING                                | 01       |                    |      |                         |
| QR CODING FOR BROCHURE                         | 01       |                    |      |                         |
| <b>TOTAL PRICE excl VAT</b>                    |          |                    |      |                         |
| <b>VAT</b>                                     |          |                    |      |                         |
| <b>TOTAL PRICE incl VAT</b>                    |          |                    |      |                         |

- Does offer comply with specification? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.  
\*Delete if not applicable

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

## MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 Owner of the Bidding Entity:

.....

3.2 Identity Number if applicable:

.....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

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?

(Tick applicable box)

|     |    |
|-----|----|
| YES | NO |
|     |    |

3.8.1 If yes, furnish particulars. ....

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

|     |    |
|-----|----|
| YES | NO |
|     |    |

3.9.1 If yes, furnish particulars .....

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

|     |    |
|-----|----|
| YES | NO |
|     |    |

3.10.1 If yes, furnish particulars .....

3.11 Are you aware of any relationship (close family member, partner or associate) 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?

(Tick applicable box)

|     |    |
|-----|----|
| 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 the service of the state?

(Tick applicable box)

|     |    |
|-----|----|
| 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?

(Tick applicable box)

|     |    |
|-----|----|
| 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?

(Tick applicable box)

|     |    |
|-----|----|
| YES | NO |
|     |    |

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

| Full Name | Identity Number | State Employee Number<br>(If applicable) |
|-----------|-----------------|------------------------------------------|
|           |                 |                                          |
|           |                 |                                          |
|           |                 |                                          |

<sup>1</sup>MSCM 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.

<sup>2</sup> 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.

**PRICING SCHEDULE**  
**(Professional Services)**

|                            |                     |
|----------------------------|---------------------|
| NAME OF BIDDER: .....      | BID NO.....         |
| CLOSING TIME: <b>10:00</b> | CLOSING DATE: ..... |

OFFER TO BE VALID FOR (30) DAYS FROM THE CLOSING DATE OF BID.

| ITEM<br>NO | DESCRIPTION | BID PRICE IN RSA CURRENCY |
|------------|-------------|---------------------------|
|------------|-------------|---------------------------|

\*\*(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 |

- 5.1. Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED<br>QUANTITY | RATE<br>AMOUNT |
|---------------------------------------------------|----------------|
| -----                                             | ..... R .....  |
| -----                                             | ..... R.....   |
| -----                                             | ..... R.....   |
| -----                                             | ..... R.....   |

TOTAL: R.....

insurance fund contributions and skills development levies.  
\*\*\*" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment

5.2. Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED |        | RATE          |
|---------------------------------------|--------|---------------|
| QUANTITY                              | AMOUNT |               |
| .....                                 |        | ..... R ..... |
| .....                                 |        | ..... R.....  |
| .....                                 |        | ..... R.....  |
| .....                                 |        | ..... R.....  |
|                                       |        | TOTAL: R..... |

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index

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## MBD 6.1: 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**

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### 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 The applicable preference point system for this tender is the 80/20 preference point system.

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 The maximum points for this tender are allocated as follows:

|                | POINTS |
|----------------|--------|
| PRICE          | 80     |
| SPECIFIC GOALS | 20     |

- 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

### 6.1. POINTS AWARDED FOR PRICE

#### 6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

### 6.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 7. POINTS AWARDED FOR SPECIFIC GOALS

- 7.1. 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:
- 7.2. 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,

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.**

| THE SPECIFIC GOALS<br>ALLOCATED POINTS IN TERMS<br>OF THIS TENDER                                         | MEANS OF VERIFICATION<br>DOCUMENTS REQUIRED                                                                                            | NUMBER<br>OF POINTS<br>ALLOCATED<br><br>(80/20<br>SYSTEM) | NUMBER OF<br>POINTS<br>CLAIMED<br>(80/20<br>SYSTEM)<br><br>(TO BE<br>COMPLETED<br>BY THE<br>TENDERER) |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>GOAL 1: DESIGNATED GROUP</b>                                                                           |                                                                                                                                        |                                                           |                                                                                                       |
| Business/ enterprise owned by<br>51% or more <b>Black people</b>                                          | CSD, Valid BBBEE Certificate/<br>Affidavit Sworn under oath, ID<br>copy of owner/s of the<br>business and Shareholder's<br>certificate | <b>5</b>                                                  |                                                                                                       |
| Business/ enterprise owned by<br>51% or more <b>Women</b>                                                 | CSD, Valid BBBEE Certificate/<br>Affidavit Sworn under oath, ID<br>copy of owner/s of the<br>business and Shareholder's<br>certificate | <b>5</b>                                                  |                                                                                                       |
| <b>GOAL 2: SPECIFIC GOAL</b>                                                                              |                                                                                                                                        |                                                           |                                                                                                       |
|                                                                                                           |                                                                                                                                        |                                                           |                                                                                                       |
| Enterprise located within the<br>jurisdiction of the City of<br>Johannesburg Metropolitan<br>Municipality | CSD and proof of municipal<br>accounts/letter from Ward<br>Council confirming business<br>address                                      | <b>10</b>                                                 |                                                                                                       |

## DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm .....

7.4. Company registration number: .....

7.5. 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]

7.6. 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:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) 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;
- d) 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 –
  - (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.

## MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids 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 bid of any bidder may be rejected if that bidder, 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. wilfully 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 bid. (tick applicable box).

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                       | Yes                             | No                             |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | <p><b>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</b></p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b></p> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | <p>If so, furnish particulars:</p><br><br><br><br><br>                                                                                                                                                                                                                                                                                                                         |                                 |                                |

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                             | No                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |
| 4.3   | <b>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</b>                                                                                                                                                                                                                                                                                          | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |
| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                             | No                             |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?                                                                                                                                                                                                                                                 | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidding Entity**

## MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form “I” must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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 Form “I” 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 must be completed and submitted with the bid:

## CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by: **Johannesburg Tourism Company** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

---

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> 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.
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

.....

Full Names of Person Representing Company

.....

Position in Company

## 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