



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

PART A REQUEST FOR QUOTATIONS

| | | | | | |
|---|--|--|--|--|------------------------------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM) | | | | | |
| BID NUMBER: IM001/2023 | | CLOSING DATE: 16-01-2023 | | CLOSING TIME: 17H00 | |
| DESCRIPTION: PROCUREMENT OF GOODS AS SPECIFIED BELOW | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS | | | | | |
| | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | | | CONTACT PERSON: MARJORIE SIBIYA | |
| TELEPHONE NUMBER | | | | TELEPHONE NUMBER: (012) 444-6174 | |
| E-MAIL ADDRESS | | | | E-MAIL ADDRESS: msibiya@tourism.gov.za | |
| 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] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT <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)? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 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 TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationsscm@tourism.gov.za . LATE BIDS WILL NOT BE ACCEPTED OR CONSIDERED.
- 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 AN ORDER OF THE INFORMATION CAPTURED 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. 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
- 1.7. 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 OF PROOF OF B-BBEE.
- 1.8. 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
- 1.9. THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE

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; (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 | | |

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|-------------------|--|--|--|
| | 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). | | |

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 TENDER MUST 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 MUST 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 MUST 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

| DESCRIPTION SERVICES OR GOODS | QUANTITY | AMOUNT |
|--|----------|--------|
| 1.1 Conduct Project Management training course for 3 delegates. | 3 | |
| 1.2 Conduct compulsory pre-assessment, facilitation and post training assessments | | |
| 1.3 Provide stationary and training materials to all delegates on the commencement date. | | |
| 1.4 Develop daily attendance register to be signed by all officials during training session. | | |
| 1.5 Submit the course report after seven days after the last day of the course to the departmental project co-ordinator. | | |

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|------|--|--|--|
| 1.6 | The course report should indicate the names of the delegates who have attended the course, and who have submitted the portfolios of evidence. | | |
| 1.7 | Clarify all assessments expected from the delegates and indicate the due dates for submission of the Portfolio of evidence. | | |
| 1.8 | Collect Portfolios of Evidence from the Department of Tourism a week after the due date. | | |
| 1.9 | Arrange suitable dates with the departmental project co-ordinator for re-submission and collection of Portfolio of Evidence. | | |
| 1.10 | Deliver SAQA accredited certificates of competency to the departmental project co-ordinator within three months after the group has been completed. | | |
| 1.11 | Make provision for the reassessment of officials who were not competent. | | |
| 1.12 | The service provider will arrange a venue within the Pretoria CBD, including catering. | | |
| 1.13 | The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof. At any stage of completion should the department decide not to proceed with the project. | | |
| 1.14 | The two part-payment will be considered when payment is processed, 75% will be paid after training and 25% Payment will be processed after receipt of the certificates. | | |

OUTCOMES AND OUTPUTS

- Identify stakeholders relevant to an endeavor
- Undertake stakeholder analysis
- Engage stakeholders, communicate and negotiate for optimal results
- Determine stakeholder power on the basis of their relative levels of importance and influence
- Forecast and determine meaningful levels of participation for key stakeholders, and create a win-win outcome in negotiations

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.

pp 

DESIGNATION: DIRECTOR:**DATE:** 20/12/2022

SIGNATURE OF BIDDER:.....

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

DATE:.....