



tourism

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

## PART A REQUEST FOR QUOTATIONS (RFQ)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)</b>			
RFQ NUMBER:	Dm669/25	CLOSING DATE:	25-07-2025
		CLOSING TIME:	11H00AM
<b>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EXERCISE TO ALIGN DEPARTMENTAL CAPACITY TO STRATEGIC PRIORITIES AND CONDUCT A SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS PLAN FOR THE NATIONAL DEPARTMENT OF TOURISM FOR A PERIOD OF 6 MONTHS</b>			
DESCRIPTION			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS)</b>			
<b>PHYSICAL ADDRESS :</b> 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 <b>NOTE:</b> IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT ADDRESS ON BEFORE THE CLOSING DATE AND TIME.			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON		CONTACT PERSON	Portia Lethuba / Ramatsimela Thobejane
TELEPHONE NUMBER		TELEPHONE NUMBER	0124446331 / 0124446131
E-MAIL ADDRESS		E-MAIL ADDRESS	<a href="mailto:plethuba@tourism.gov.za">plethuba@tourism.gov.za</a> <a href="mailto:rthobejane@tourism.gov.za">rthobejane@tourism.gov.za</a>
<b>SUPPLIER INFORMATION</b>			
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
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]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
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.			

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## 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 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 NATIONAL TREASURY.
- 1.5. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** POINTS IS FOR PRICE AND **20** POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 30 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE BID SUBMISSION / RFQ WILL EVALUATED IN LINE WITH THE SET CRITERIA OR FUNTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (INCLUSIVE OF APPLICABLE TAXES), THAT WILL BE STIPULATED IN THE INVITATION TO BID/RFQ.
- 1.7. POINTS SCORED FOR **SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE** AND THE TOTAL WILL BE ROUNDED OFF TO THE **NEAREST TWO (2) DECIMAL PLACES**.
- 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 SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA ACT NO 5 OF 2000 JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.9. 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.
- 1.10. THE DEPARTMENT RESERVES THE RIGHT TO **NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD**.
- 1.11. THE DEPARTMENT MAY **ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED** WITH THE RFQ.
- 1.12. 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 DECIPTION	YES	NO
<b>PART A &amp; B</b>	IS BID INVITATION FORM AND <b>TERMS AND CONDITIONS</b> FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE A</b>	IS THE <b>STANDARD BID DOCUMENT (SBD4)</b> FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE B</b>	IS PROOF OF OWNERSHIP BY <b>WOMAN</b> SUBMITTED.		



	<p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY <b>PROOF OF REGISTRATION OF THE COMPANY</b> WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF THE WOMAN OR WOMEN; AND</p> <p>iii. A <b>CSD FULL REPORT</b> AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
<b>ANNEXURE C</b>	<p>IS PROOF OF <b>OWNERSHIP BY BLACK PERSON (S)</b> SUBMITTED.</p> <p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY <b>PROOF OF REGISTRATION OF THE COMPANY</b> WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF BLACK PERSON(S); AND</p> <p>iii. A <b>CSD FULL REPORT</b> AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
<b>ANNEXURE D</b>	<p>QUALIFYING <b>EXEMPTED MICRO ENTERPRISE (EME)</b> – AND OR <b>QUALIFYING SMALL ENTERPRISE (QSE)</b> – MUST SUBMIT A VALID B-BBEE SWORN AFFIDAVIT (<b>VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER</b>) ACCOMPANIED BY CIPS BUSINESS REGISTRATION AND SHARE CERTIFICATE. IN CASE OF <b>JOINT VENTURE TO CLAIM POINTS</b>, A CONSOLIDATED B-BBEE CERTIFICATE ISSUED BY AN ACCREDITED VERIFICATION AGENCY, IRRESPECTIVE OF THE SIZE OF THE COMPANIES INVOLVED IN A JOINT VENTURE MUST BE SUBMITTED. THE DEPARTMENT <b>CANNOT ACCEPT JOINT VENTURE</b> AFFIDAVIT.</p>		
<b>ANNEXURE E</b>	<p>IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?</p>		

#### 4. APPLICATION OF PREFERENCE POINT SYSTEM

##### 4.1 DEFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN –

- WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (**"THE INTERIM CONSTITUTION"**) AND OR
- WHO IS A WOMAN, AND / OR
- WHO HAS DISABILITY

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".

4.4 **"A WOMAN"** REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 **"DISABILITY"** REFERS TO A PERSON WITH A PERMANENT PHYSICAL DISABILITY, MENTAL DISABILITY, AWARENESS DISABILITY, WHICH LEADS TO CONFINEMENT OR DISABILITY, OR THE INABILITY TO PERFORM BODILY FUNCTIONS IN THE MANNER OR WITHIN THE CAPACITY OF A NORMAL PERSON.

4.6 **"HDI EQUITY OWNERSHIP"** REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.7 **"BLACK PEOPLE"** IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.8 **"SMALL ENTERPRISE"** MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.9 **"YOUTH"** IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE.

4.10 **"EXEMPTED MICRO ENTERPRISE (EME)"** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE



WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.11 "QUALIFYING SMALL ENTERPRISE (QSE)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.12 "SPECIFIC GOALS" REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

#### 4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

a)	TENDER PRICE	:	80 POINTS	} SPECIFIC GOALS - MAXIMUM OF 20 POINTS
b)	WOMEN OWNERSHIP	:	06 POINTS	
c)	BLACK OWNERSHIP	:	12 POINTS	
d)	SMME'S (EME OR QSE)	:	02 POINTS	

TOTAL

100 POINTS

4.14 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

#### 4.15 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

#### 4.16 SPECIFIC GOALS

##### 4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN

A MAXIMUM OF SIX (06) POINTS WILL BE AWARDED TO A TENDERER WHO IS A WOMAN. EQUITY OWNERSHIP FOR WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE B ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY WOMEN-----%

THUS, POINTS AWARDED:  $6 \times \frac{\% WO}{100} =$

##### 4.16.2 % OWNED BY BLACK PEOPLE

A MAXIMUM OF TWELVE (12) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE C ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED:  $12 \times \frac{\% BO}{100} =$



#### 4.17 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE? **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE D ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

YES = 2 POINTS

NO = 0 POINT

4.18 THE DEPARTMENT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.19 INFORMATION ON THE DETAILED **CSD FULL REPORT (DIRECTORS / SHAREHOLDERS)** SHOULD BE THE SAME AND SUPPORTED BY COPIES OF IDENTITY DOCUMENTS AND COMPANY REGISTRATION DOCUMENTS / SHAREHOLDER CERTIFICATES.

#### 5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- IF TWO OR MORE TENDERES SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

#### 6. 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

#### 7. POPIA DISCLAIMER

##### 7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE DEPARTMENT OF TOURISM (DEPARTMENT) SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

##### 7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE DEPARTMENT MAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE DEPARTMENT MAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE DEPARTMENT MAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

##### 7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE DEPARTMENT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

##### 7.4 DUTY OF CARE

THE DEPARTMENT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

##### 7.5 EXEMPTION FROM LIABILITY

THE DEPARTMENT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL) AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM



NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
1.	<p>1. The appointed service provider will be expected to conduct an exercise to align departmental capacity to strategic priorities and conduct a skills audit profiling and develop a comprehensive skills plan for the National Department of Tourism for a period of 6 months. The scope of the project will cover the following core areas:</p> <ul style="list-style-type: none"> <li>i. <b>Strategic Function Mapping:</b> Determine how each branch/unit contributes to strategic outcomes.</li> <li>ii. <b>Capacity Assessment:</b> Evaluate capacity across the following <b>Seven Dimensions:</b> <ul style="list-style-type: none"> <li>a) Human capital;</li> <li>b) Skills and Competencies;</li> <li>c) Financial resources;</li> <li>d) Physical resources;</li> <li>e) Systems and processes;</li> <li>f) Institutional structures/governance; and</li> <li>g) Performance management.</li> </ul> </li> <li>iii. <b>Gap Analysis:</b> Identify discrepancies between current capacity and required capacity for strategic delivery. Determine skills gaps across competencies for each skills terms of proficiency levels.</li> <li>iv. <b>Alignment and Action Planning:</b> Co-create recommendations and prioritised interventions to address identified misalignment, capacity gaps including skills and competencies, duplications, overlaps and success to ensure departmental strengthening.</li> </ul> <p>2. To conduct the organizational capacity alignment exercise: the successful service provider is expected to perform the following functions as the minimum deliverables and to adequately address all the listed objectives:</p> <ul style="list-style-type: none"> <li>2.1 Develop Change Management Strategy and ensure its implementation throughout the project lifespan.</li> <li>2.2 Analyse strategic documents to define all key departmental strategic priorities.</li> <li>2.3 Map Departmental functions to strategic priorities (List current departmental activities and project and map each to strategic priorities and identify gaps in relation to strategic priorities not well supported, activities not aligned with any priorities).</li> <li>2.4 Determine how each branch/unit contributes to strategic outcomes.</li> <li>2.5 Define Service Delivery Model and Capacity Matrix.</li> <li>2.6 Define Standard Operating Procedure, Business Process Mapping and Service Standards for all services.</li> <li>2.7 Develop Assessment Tools/Templates for data collection.</li> <li>2.8 Share Assessment Tools with all branches.</li> <li>2.9 Collect all necessary data through surveys, interviews, focus groups, review of organizational data and other sources.</li> <li>2.10 Conduct data review and validation for completeness and accuracy.</li> <li>2.11 Assessing existing departmental capabilities across all functional units.</li> <li>2.12 Conduct workload analysis to determine and define the required capacity.</li> <li>2.13 Conduct the capacity assessment and gap analysis across all functional units to identify discrepancies between current capacity and required capacity for strategic delivery.</li> <li>2.14 Identifying gaps and overlaps in all the seven demission lists above.</li> <li>2.15 Co-create recommendations and prioritised interventions to address identified misalignment, capacity gaps including skills and competencies, duplications,</li> </ul>		

overlaps and success to ensure the alignment of the Department's current capacity (people, systems, structures, and resources) with its strategic priorities.

**3. To conduct a skills audit and develop a comprehensive skills plan for the National Department of Tourism the successful service provider is expected to perform the following functions as the minimum deliverables and to adequately address all the listed objectives:**

- 3.1 The skills audit will cover approximately 440 employees of the Department at Head office and the following scope of work should be covered for the audit.
- 3.2 The subject matter expert will lead a team that will oversee the mapping process.
- 3.3 The service provider will map the profiles of the employees of the department to the different occupations.
- 3.4 The panel will be required to determine what the applicable tasks and knowledge are for each Job Title.
- 3.5 Conduct a comprehensive skills audit that will cover the entire staff compliment of the department to be used to determine the skills gaps and employee skills profiles and organisational competence profile.
- 3.6 Identify the skills and knowledge that the department requires and currently has.
- 3.7 Provide an overview of the scarce and critical skills needs that will enable the department on its strategic objective and goals.
- 3.8 Provide accurate information to develop the Workplace Skills Plan.
- 3.9 Develop skills profiles for all occupations.
- 3.10 Identify the skills gaps and recommend targeted training and skills development interventions for every employee.
- 3.11 Identify any mismatch of skills with the current jobs within the Department.
- 3.12 Determine proficiency levels for each skills/competency required for a job.
- 3.13 Generate, Present and consolidate a skills audit report and recommendations.

**4. At the end of the project a detailed capacity alignment and skills audit report outlining the following should be delivered:**

- 4.1 Skills gap analysis on 440 employees.
- 4.2 Existing skills and knowledge profiles per individuals.
- 4.3 Training needs analysis.
- 4.4 Individual competency profiles.
- 4.5 Develop a consolidated report with findings, gaps, and actionable recommendations.
- 4.6 Develop implementation plan for capacity alignment and skills enhancement with timelines, responsibility and resource implications.
- 4.7 Present report and implementation plan to executive leadership for inputs and endorsement.
- 4.8 Prepare all requirement documents to be submitted to the delegated authority for approval.

**5. The successful service provider is further required to transfer skills during the capacity alignment and skills audit project.**



## 6. Evaluation Criteria

The 80/20 evaluation criteria will be applied, with price constituting 80 and BBBEE points constituting 20 points. **Bidders should note that, in terms of our SCM delegation, the 80/20 preference points system applies to projects that do not exceed R500 000.** In addition, functionality will be assessed as indicated below:

No	Criteria	Weights
1.	<p>Company Knowledge and Experience</p> <ul style="list-style-type: none"> <li>❖ Service provider should have at least ten (10) years of experience in conducting organizational development and capacity alignment projects; skills audits and developing comprehensive Human Resource Development Strategies.</li> <li>❖ Demonstrate knowledge and experience in conducting organizational development and capacity alignment projects</li> <li>❖ Demonstrate knowledge and experience to conduct large-scale skills audits.</li> </ul> <p>Proof from contactable references indicating that similar projects were executed should be attached.</p>	15
2.	<p>Team leader and Team members qualification and experience:</p> <ul style="list-style-type: none"> <li>❖ Team Leader with a minimum Post Graduate Degree (NQF Level 8) in Management Services/Work Study/Organisational Development/ Operations Management/ Organisational Industrial Psychology.</li> <li>❖ Team leader must have at least ten (10) years of experience in conducting organizational development and capacity alignment projects.</li> <li>❖ Team members with a minimum Degree (NQF Level 7) in Management Services/Work Study/Organisational Development/ Operations Management/ Organisational Industrial Psychology</li> <li>❖ Team members with a minimum Degree (NQF Level 7) in Management of Training/ Human Resource Management / Human Resource Development</li> <li>❖ Team members with a minimum of 5 years' experience in conducting organizational development and capacity alignment projects.</li> <li>❖ Team members with a minimum of 5 years' experience in conducting skills audit.</li> </ul> <p>CV's with contactable references and copies of qualifications must be attached.</p>	25
3.	<p>Project plan:</p> <ul style="list-style-type: none"> <li>❖ A project proposal that demonstrates comprehension and competence to deliver on what it is required.</li> <li>❖ A project plan outlining the following elements, key activity, time frames, milestones and budget breakdown.</li> <li>❖ A schedule of resources to be committed to the project.</li> </ul>	50



	<ul style="list-style-type: none"> <li>❖ Proposed methodology.</li> <li>❖ Alignment of proposed methodology with required outputs.</li> <li>❖ Analysis and reporting methods.</li> <li>❖ Sound understanding and interpretation of the TOR and project objectives.</li> <li>❖ Understanding and conceptualization of the assignment (technical approach and research design).</li> </ul>	
4.	<b>Skills Transfer:</b> <ul style="list-style-type: none"> <li>❖ Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.</li> </ul>	10
<b>Total</b>		<b>100</b>

**The Evaluation Criteria Scoring Template is attached as Annexure A.**

For the purpose of evaluating functionality, the following values will be applicable:

1=	Poor	Will not be able to fulfil the requirements
2=	Fair	Will partially fulfil the requirements
3=	Good	Will be able to fulfil the requirements
4=	Very Good	Will be able to fulfil the requirements adequately
5=	Excellent	Will fulfil the requirement exceptionally

Only bidders who score a minimum of 70 out of 100 points will qualify for further assessment, i.e. price and BBBEE status.

4	<b>TOTAL PRICE EXCLUDING VAT</b>		
	<b>VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)</b>		
	<b>GRAND TOTAL INCLUDING VAT ( TOTAL BID OR RFQ PRICE)</b>		

**NB:** FAILURE TO SUBMIT 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.

PORTIA LETHURA

**NAME AND SURNAME**

**DIRECTOR** [Signature]

**DATE:** 09/01/2025

SIGNATURE OF BIDDER:.....

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

DATE:.....



### Annexure A: Evaluation Criteria Scoring Template

The above indicated criteria for appointment are stipulated on the table below:

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

CRITERIA	SCORE 1 (POOR)	SCORE 2 (FAIR)	SCORE 3 (GOOD)	SCORE 4 (VERY GOOD)	SCORE (EXCELLENT)	WEIGHT
1. Service provider should have at least ten (10) years of experience in conducting organizational development and capacity alignment projects; skills audits and developing comprehensive Human Resource Development Strategies.	0 - 2 years of experience (Proof from contactable references indicating that similar projects were executed should be attached).	3 - 5 years of experience (Proof from contactable references indicating that similar projects were executed should be attached).	6 - 7 years of experience (Proof from contactable references indicating that similar projects were executed should be attached).	8 - 9 years of experience (Proof from contactable references indicating that similar projects were executed should be attached).	10 or above years of experience (Proof from contactable references indicating that similar projects were executed should be attached).	15
2. Demonstrate knowledge and experience in conducting organizational development and capacity alignment projects.	Conducting organizational development and capacity alignment projects for 1 department (with	conducting organizational development and capacity alignment projects for 2 departments (with	conducting organizational development and capacity alignment projects for 3 departments (with	conducting organizational development and capacity alignment projects for 4 departments (with	conducting organizational development and capacity alignment projects for 5 or more departments (with	

INITIALS: *RC*



	attached signed reference)	attached signed reference)	attached signed reference)	attached signed reference)	attached signed reference)	
3. Demonstrate knowledge and experience to conduct large-scale skills audits.	Conducted skills audits for less than 50 employees (with signed reference)	Conducted skills audits for 50 - 149 employees (with signed reference)	Conducted skills audits for 150 - 199 employees. (with signed reference)	Conducted skills audits for 200 - 249 employees (with signed reference)	Conducted skills audits for more than 250 employees (with signed reference)	
TOTAL POINTS OUT OF 15 = (mark received/total point X 100%) = ??% X 0.15 (total weight) = ??%						
CRITERIA 2: Team Leader and Team Members Qualification and experience	SCORE 1 (POOR)	SCORE 2 (FAIR)	SCORE 3 (GOOD)	SCORE 4 (VERY GOOD)	SCORE (EXCELLENT)	WEIGHT 25

**TOTAL POINTS OUT OF 15 = (mark received/total point X 100%) = ??? X 0.15 (total weight) = ???**

CRITERIA 2: Team Leader and Team Members Qualification and experience	SCORE 1 (POOR)	SCORE 2 (FAIR)	SCORE 3 (GOOD)	SCORE 4 (VERY GOOD)	SCORE (EXCELLENT)	5	WEIGHT 25



1. Team Leader with a minimum Post Graduate Degree (NQF Level 8) in Management Services/Work Study/Organisational Development/ Operations Management/ Organisational Industrial Psychology.	No qualification	NQF Level 6 (attach copies of qualifications)	NQF Level 7 (attach copies of qualifications)	NQF Level 8 (attach copies of qualifications)	NQF Level 9 or 10 (attach copies of qualifications)
2. Team leader must have at least ten (10) years of experience in conducting organizational development and capacity alignment projects.	No experience	minimum of 3-4 years' experience (attach CVs)	minimum of 5-7 years' experience (attach CVs)	minimum of 8-9 years' experience (attach CVs)	minimum of 10 years' or more experience (attach CVs)
3. Team members with a minimum Degree (NQF Level 7) in Management Services/Work Study/Organisational Development/ Operations Management/ Organisational Industrial Psychology (each member	0-1 allocated human resources with NQF level 7 (attach copies of qualifications)	2-3 allocated human resources with NQF level 7 (attach copies of qualifications)	4-5 allocated human resources with NQF level 7 (attach copies of qualifications)	allocated human 6-7 resources with NQF level 7 (attach copies of qualifications)	8 allocated human resources with NQF level 7 or above (attach copies of qualifications)



with a relevant qualification will be scored 0.62).							
4. Team members with a minimum Degree (NQF Level 7) in Management of Training/ Human Resource Management / Human Resource Development (each member with a relevant qualification will be scored 1).	0-1 allocated human resources with NQF level 7 (attach copies of qualifications)	2 allocated human resources with NQF level 7 (attach copies of qualifications)	3 allocated human resources with NQF level 7 (attach copies of qualifications)	4 allocated human resources with NQF level 7 (attach copies of qualifications)	5 allocated human resources with NQF level 7 or above (attach copies of qualifications)		
5. Team members with a minimum of 5 years' experience in conducting organizational development and capacity alignment projects. (each member with a minimum of 5 years' experience will be scored 0.62 points).	0-1 allocated human resources having 5 years' experience (attach CVs)	2-3 allocated human resources having 5 years' experience (attach CVs)	4-5 allocated human resources having 5 years' experience (attach CVs)	6-7 allocated human resources having 5 years' experience (attach CVs)	8 allocated human resources having 5 years' experience (attach CVs)		

INITIALS 



6. Team members with a minimum of 5 years' experience in conducting skills audit. (each member with a minimum of 5 years' experience will be scored 1 points).	0-1 allocated human resources having 5 years' experience (attach CVs)	2 allocated human resources having 5 years' experience (attach CVs)	3 allocated human resources having 5 years' experience (attach CVs)	4 allocated human resources having 5 years' experience (attach CVs)	5 allocated human resources having 5 years' experience (attach CVs)	
<b>TOTAL POINTS OUT OF 30 = (mark received/total point X 100%) = ??% X 0.25 (total weight) = ??%</b>						
<b>CRITERIA 3: Project plan</b>						
	<b>SCORE 1 (POOR)</b>	<b>SCORE 2 (FAIR)</b>	<b>SCORE 3 (GOOD)</b>	<b>SCORE 4 (VERY GOOD)</b>	<b>SCORE (EXCELLENT)</b>	<b>WEIGHT 50</b>
1. A project proposal that demonstrates comprehension and competence to deliver on what it is required.	No project proposal in relation to the scope of work to meet the deliverables	Inadequate project proposal in relation to the scope of work to meet the deliverables	Average project proposal in relation to the scope of work to meet the deliverables	Good project proposal in relation to the scope of work to meet the deliverables	Excellent and comprehensive project proposal in relation to the scope of work to meet the deliverables	
2. A project plan outlining the following elements 1) key activity, 2) time frames, 3) milestones and 4) budget breakdown.	No project plan	Project plan with one element.	Project plan with 2 elements	Project plan with 3 elements	Project plan with 4 or more elements	

3. A schedule of resources to be committed to the project.	Commitment to allocate less than 3 human resources	Commitment to allocate 3-4 human resources	Commitment to allocate 5-6 human resources	Commitment to allocate 7-8 human resources	Commitment to allocate 9 and more human resources
4. Proposed methodology.	No research/survey applied methodology	Poor research/survey applied methodology	Moderate research/survey applied methodology	Good research/survey applied methodology	Excellent research/survey applied methodology
5. Alignment of proposed methodology with required outputs.	No proposed methodology	Proposed methodology not aligned to outputs	Proposed methodology poorly aligned to outputs	Proposed methodology moderately aligned to outputs	Proposed methodology aligned to outputs
6. Analysis and reporting methods.	No analysis & reporting methods	Limited analysis & reporting methods	Moderate analysis & reporting methods	Good analysis & reporting methods	Excellent analysis & reporting methods
7. Sound understanding and interpretation of the TOR and project objectives.	No understanding of the TOR & project objectives	Minimal understanding of the TOR & project objectives	Moderate understanding & interpretation of the TOR & project objectives	Good understanding & interpretation of the TOR & project objectives	Excellent understanding & interpretation of the TOR & project objectives



8. Understanding and conceptualization of the assignment (technical approach and research design).	No understanding & conceptualization of assignment	Minimal understanding & conceptualization of assignment	Moderate understanding & conceptualization of assignment	Good understanding & conceptualization of assignment	Excellent understanding & conceptualization of assignment
<b>TOTAL POINTS OUT OF 40 = (mark received/total point X 100%) = ??% X 0.50 (total weight) = ??%</b>					
<b>CRITERIA 4: Skills Transfer</b>	<b>SCORE 1 (POOR)</b>	<b>SCORE 2 (FAIR)</b>	<b>SCORE 3 (GOOD)</b>	<b>SCORE 4 (VERY GOOD)</b>	<b>SCORE 5 (EXCELLENT)</b>
1. Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.	No skills transfer and capacity building programme submitted	Inadequate skills transfer and capacity building programme submitted	Average skills transfer and capacity building programme submitted	Above average skills transfer and capacity building programme submitted	Comprehensive and excellent skills transfer and capacity building programme submitted
<b>TOTAL POINTS OUT OF 5 = (mark received/total point X 100%) = ??% X 0.10 (total weight) = ??%</b>					
<b>TOTAL POINTS ON FUNCTIONALITY MUST ADDED TO 100 (TOTAL WEIGHT SCORED ??% OUT OF 100%)</b>					



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

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