



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

Dear Supplier / Bidder

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

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

1. Standard Bidding Document (SBD1) or RFQ must be completed and signed;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed and signed;
3. Tenderers are required to submit a proof stipulating that minimum of 40 % on the business is owned by a women. A trust,consortium or joint venture must submit a consolidated proof stipulating that at least 40 % of trust or joint venture is owned by a women. *Failure to do so your proposal will be regarded as non – responsive and therefore disqualified.*
4. All written price quotations or bids received after closing date and time of **08 NOVEMBER 2022 at 12H00PM** will not be considered – *(will be disqualified and recorded as received late)*

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

Kind regards

## PART A REQUEST FOR QUOTATIONS (RFQ)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)</b>					
RFQ NUMBER: DM184/22		CLOSING DATE: 08-11-2022		CLOSING TIME: 12H00PM	
DESCRIPTION: <b>REQUEST FOR THE SERVICE PROVIDER: To conduct Organisational Design (OD) investigations within the Department.</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS</b>					
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: <a href="mailto:QUOTATIONSSCM@TOURISM.GOV.ZA">QUOTATIONSSCM@TOURISM.GOV.ZA</a>					
NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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)? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>					
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.					

*SKM*

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>			
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO <a href="mailto:quotationsscm@tourism.gov.za">quotationsscm@tourism.gov.za</a> OR HAND DELIVERED AT <b>TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002</b> . 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 <a href="http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/">http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/</a> 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 <b>80 / 20</b> PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN <b>80</b> IS PRICE AND <b>20</b> POINTS IS FOR B-BBEE.		
1.6.	POINTS SCORED WILL BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES.		
1.7.	A TRUST, CONSORTIUM OR JOINT VENTURE (INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES) <b>MUST</b> SUBMIT A VALID CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE TENDER OR RFQ		
1.8.	POINTS FOR B-BBEE STATUS LEVEL CONTRIBUTOR WILL ONLY BE ALLOCATED PROVIDED THAT THE CLOSING DATE OF THE TENDER OR RFQ FALLS WITHIN THE EXPIRY DATE SPECIFIED ON PROOF OF B-BBEE.		
1.9.	A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND B-BBEE POINTS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2(1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER		
1.10.	BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.		
1.11.	THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.		
1.12.	THE DEPARTMENT MAY ALLOCATE ZERO/NIL B-BBEE POINTS FOR SUPPLIERS WITH EXPIRED OR INVALID PROOF OF B-BBEE.		
1.13.	BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>		
<b>2. TAX COMPLIANCE REQUIREMENTS</b>			
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-FILEING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .		
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."		
<b>3. LIST OF RETURNABLES</b>			
<b>BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS</b>			
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			
<b>ANNEXURES</b>	<b>DOCUMENT DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
<b>PART A &amp; B</b>	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNEXURE A</b>	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNEXURE B</b>	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNEXURE C</b>	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT	<input type="checkbox"/>	<input type="checkbox"/>

	REGULATIONS 2017 COMPLETED, SIGNED AND SUBMITTED?		
<b>ANNEXURE D</b>	IS BIDDER'S PROOF OF VALID B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: (A) B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; OR (B) A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
<b>ANNEXURE E</b>	IS BIDDER'S SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL OR QUALIFYING SMALL ENTERPRISE – SPECIALISED ENTITY – GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
<b>ANNEXURE F</b>	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.		
<b>ANNEXURE G</b>	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED <b>TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E.</b> (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW OR STIPULATE IN THE DESCRIPTION OF GOODS).		
<b>4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATERGORIES OF GOODS</b> 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.			
<b>DESCRIPTION OF GOODS</b>		<b>REQUIRED MINIMUM % - LOCAL CONENT</b>	<b>TICK APPLICABLE %</b>
<b>TABLE 1 - OFFICE FURNITURE</b>			
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 %	
<b>TABLE 2 : TEXTILE, CLOTHING, LEATHER AND FOOTWEAR SECTOR</b>			
Textile, Clothing, Leather and Footwear Sector		100%	
<b>5. CRITERIA FOR BREAKING DEADLOCK IN SCORING</b> a) IN THE EVENT THAT TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL POINTS, THE SUCCESSFUL TENDERR WILL BE THE ONE THAT SCORE THE HIGHEST POINTS FOR B-BBEE; b) IF TWO OR MORE TENDERES HAVE EQUAL POINTS, INCLUDING EQUAL PREFERENCE POINTS FOR B-BBEE, THE SUCCESSFUL TENDER WILL BE THE ONE SCORING THE HIGHEST SCORE FOR FUNCTIONALITY, IF FUNTIONALITY IS PART OF THE EVALUATION PROCESS; c) IN THE EVENT THAT TWO OR MORE TENDERERS ARE EQUAL IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS			
<b>6. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA): SUPPLIER NOTICE</b> 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			
<b>7. DELIVERIES</b> a. 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 b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DÉPARTEMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED			

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	Procurement of Professional Service Provider to conduct Organisational Design (OD) investigations within the Department as per attached Terms of Reference (TOR).		
	<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 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.



DR. ENES MKHAVELE

**DESIGNATION: DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT**

DATE: 2022/10/27

SIGNATURE OF BIDDER:.....

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

DATE:.....



**tourism**

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Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

**TERMS OF REFERENCE**

**FOR THE**

**PROCUREMENT OF THE PROFESSIONAL SERVICES PROVIDER (PSP) TO CONDUCT  
ORGANISATIONAL DESIGN (OD) INVESTIGATION FOR THE IDENTIFIED FUNCTIONAL  
COMPONENTS, PROVISION OF FINDINGS AND RECOMMENDATIONS, IMPLEMENTATION OF  
OD INTERVENTIONS AND DEVELOP A CHANGE MANAGEMENT PLAN WITHIN THE  
DEPARTMENT OF TOURISM**

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**TERMS OF REFERENCE FOR THE PROCUREMENT OF THE SERVICES OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO CONDUCT ORGANISATIONAL DESIGN (OD) INVESTIGATION FOR THE IDENTIFIED FUNCTIONAL COMPONENTS, PROVISION OF FINDINGS AND RECOMMENDATIONS, IMPLEMENTATION OF OD INTERVENTIONS AND DEVELOP A CHANGE MANAGEMENT PLAN WITHIN THE DEPARTMENT OF TOURISM.**

**1. PURPOSE**

- 1.1 To appoint a service provider to conduct OD investigation for the identified functional components, provision of findings and recommendations, implementation of OD interventions and develop a change management plan within the Department of Tourism in order to align the functions with the strategy.

**2. BACKGROUND**

- 2.1 The Department of Tourism was established in 2010 following the 2009 National Elections. Its existence was based on the National Tourism Sector Strategy (NTSS) and the White Paper on Tourism Development. The legislative mandate in existence is the Tourism Act, 1993, which deals with the establishment of the South African Tourism and Tourists Guiding.
- 2.1.1 Subsequently, the Tourism Act, (Act no.03 of 2014) was developed to provide the Department with the clear mandate upon which the strategy of the Department is based. Tourism Act No. 3 of 2014 makes provisions for the development and promotion of sustainable tourism for the social, economic and environmental benefit of South African citizens.
- 2.1.2 The Department has two (2) outcomes namely, 1) Increase the tourism sector's contribution to inclusive economic growth; and 2) Achieve good corporate and cooperative governance that support the following three (3) government priorities:
- Priority 1: Capable, Ethical and Developmental State.
- Priority 2: Economic Transformation and Job Creation.
- Priority 7: A Better Africa and World.
- 2.2 During the 2017 the organisational structure was developed and approved by the MPSA for the Department of Tourism. The development was based on the 2015-2020 strategic plan that resulted on the new strategic focus which was incorporated to the 2017 Organisational Structure. The structure was then implemented as at 01 April 2017 to date.



- 2.3 The alignment of organisational structure was informed by the principle based on the amended mandate and change to the strategic focus as highlighted above. Change in the organisation's environment often compels a change in strategy, which in turn, requires the department to assess the internal and/or external environment, organisational capacity and business processes to determine if the department is well positioned to support the strategy.
- 2.4 During the implementation of the structure it is observed that in certain areas the intended purpose was not fully realised. The Department has identified a need for conducting OD investigation to address the current challenges faced by respective components.
- 2.5 The OD investigation outcome might affect the functional configuration and the staff establishment. High-level diagnosis should be conducted to inform the business case and/or the rationale for such. The nature and scale of the exercise shall inform any necessary organisational review and redesign processes to be followed by department.
- 2.6 Therefore, the department deemed it necessary to embark on the OD investigation to relook at the possibility of aligning the affected components to addresses the current capacity challenges experienced when implementing the current structure.

### 3 SCOPE OF WORK

- 3.1 The scope to conduct OD investigation will be undertaken on the identified components to undergo review within the department:
- 3.1.1 The Professional Service Provider (PSP) is expected to clearly develop a detailed **Project Charter** that will guide the OD investigation and to ensure that the structure is aligned with the organisational strategy.
- 3.2 The scope of work entails the following Key Functional Outputs (**Deliverables**):
- 3.2.1. To determine the organisational structure in support of the Department of Tourism strategy on the identified functional components, deliverables and expectations of the stakeholders
- Clearly defined the Organisational structure within the identified components: Conduct the diagnostic organisational scoping of the current structural configuration and provide a diagnostic report.

- Service Delivery Model (SDM) report **for identified components**: Review the SDM in order to align the processes and to ensure that it is still the effective mode to deliver adequate services to the beneficiaries.
  - Map Business Processes (BP) and develop Standard Operating Procedures (SOPs) for the identified components.
  - Conduct the organisational review and redesign process in line with DPSA amended 2015 OD Directive and toolkit on Organisational Structuring available on the DPSA website.
  - Develop and review main functions of the department and activities **for identified components**: To align with the Strategy Priorities as indicated in Paragraph 2.1.2.
  - Corporate support functions must take cognizance of the DPSA Generic Functional Structure for Programme 1: Administration.
  - Functional analysis report **for the identified components**: Develop a feasible and effective functional structure that supports the mandate of the Department including alignment with the Strategic Priorities as indicated in paragraph 2.1.2.
- 3.2.2. **Post establishment structure report for identified components**: Develop a proposed post structure based on organisational design principles norms and standards.
- 3.2.3 **Development of Job Descriptions for identified components**: Develop proposed job descriptions on the newly proposed jobs. Job Description should be in the format prescribed by the Department.
- 3.2.4 **Conduct Job Evaluation in line with DPSA issued Directives on the identified components**: Analyse and present the job evaluation outcomes to the Job Evaluation Panel.
- 3.2.3. **Engage internal and relevant external stakeholders**: On the alignment between the identified components structure and the strategy.
- 3.2.4. **Cost analysis structure for identified components**: Conduct structure costing analysis indicating any additional expenditure that may be needed to implement proposals in line with Treasury Regulations and Guidelines.
- 3.2.5 **Change Management**: Develop a proposed Change Management Plan in line with OD findings.
- 3.2.6. **Close out report**: Develop a close-out report that incorporates all areas of the investigation inclusive of proposed changes to the organisational structure.

## **4 TIMEFRAMES**

- 4.1 This project is expected to be completed within six (6) months period. The completion of this project based on timeframe that will be indicated by the Project Manager should be adhered to in order for the Department to deliver on its mandate.
- 4.2 The PSP needs to develop a plan that will allow the project to be completed within the timeframe. The plan will have to address resources required and time of milestones taking care that each deliverable indicated under Paragraph 3.2 is covered. Typical resources needed are discussed in Paragraph 6 under Composition of Teams and Competencies. Such a plan will form part of the Expression of Interest as indicated in **Paragraph 7**. Such a plan will further show how some milestones are handled in parallel in order to meet the strict timeframe.
- 4.3 It should be noted that payment of services shall be made upon completion of each deliverable.

## **5 PROJECT SUPERVISION**

- 5.1.1 The appointed PSP shall report to the Project Manager (Departmental Official) who in turn will report to the appointed structure committee.
- 5.1.2 The Project Manager will be held accountable by the committee to ensure that project deliverables and targets are met whilst ensuring that costs are contained within original projections.

## **6 COMPOSITION OF TEAMS AND COMPETENCIES**

- 6.1 This project requires a competent PSP with extensive experience in Organisational Design/Development, Business Process Mapping, Standard Operating Procedures and a proven track record in delivering an Organisational Structure that supports the Tourism Business and the mandate of the Department.
- 6.2 The PSP should have knowledge and expertise in the area of Organisational Behavior and should have previously undertaken Organisational Review in small, medium to large organizations.
- 6.3 The PSP should have a team of experienced personnel with the capability to deliver quality and professional products timeously. The PSP should work closely with the Department of Tourism internal team to ensure skills transfer from beginning to end of the project.

- 6.4 Involvement and engagement of key stakeholders through a number of consultative meetings and work sessions. Performance shall be measured against the Project Charter, Deliverables and the Master Project Plan.

## **7 EXPRESSION OF INTEREST AND COSTING**

- 7.1 The PSP shall submit a proposal that among other things includes:

- A brief description of the project;
- Detailed research/survey methodology for conducting the organisational structure review;
- Project Charter indicating project schedule with clear timeframes;
- Data collection instruments to be used;
- Data analysis and presentation of results/findings;
- Method of dissemination of findings and recommendations;
- Indication of capacity and ability to perform the project;
- List of similar projects undertaken by the service provider in the past ( including the list of references and their contact details);
- List of project team and their experiences;
- Breakdown of costs; and
- Skills transfer to internal staff

## **8 EVALUATION CRITERIA**

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

- 8.1.1 Phase 1: Administrative Compliance
- 8.1.2 Phase 2: Functional / Technical Evaluation
- 8.1.3 Phase 3: Price and BBBEE Level contributor

### **8.1.1 Phase 1: Administrative Compliance**

- Signed Standard Bidding documents
- Valid Tax Clearance Certificate

### 8.1.2 Phase 2: Functional / Technical Evaluation

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

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

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

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
<b>Skills/ Expertise on the area of Bid submitted for:</b> (Proven experience and expertise of the service provider)	<ul style="list-style-type: none"><li>▪ Capacity to deliver the services bid</li><li>▪ Organisational development/design track record.</li><li>▪ Demonstrable knowledge and experience of conducting Organisational Structure Review</li><li>▪ Demonstrable evidence of being an expert in understanding Organisational Behavior</li><li>▪ Demonstrable knowledge and experience of mapping business processes and standard operating procedures.</li></ul>	<b>35</b>
<b>Methodology to be used</b> (Quality of research/survey methodology)	<ul style="list-style-type: none"><li>▪ Understanding and conceptualization of the assignment (technical approach and research design).</li><li>▪ Proposed research/survey methodology and approach.</li><li>▪ Sound understanding and interpretation of the TOR and project objectives.</li></ul>	<b>40</b>

	<ul style="list-style-type: none"> <li>▪ Alignment of proposed methodology with required outputs.</li> <li>▪ Analysis and reporting methods</li> </ul>	
Project Management experience	<ul style="list-style-type: none"> <li>▪ A comprehensive project plan with clear milestones, timelines, budget and responsible people for different phases of the project</li> <li>▪ Capacity and commitment to deliver on time and within budget</li> <li>▪ Qualification and experience of team members.</li> </ul>	<b>25</b>
	<b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b>	<b>100</b>

8.1.2.3 The Bidders doing the presentation will be evaluated individually by the evaluation panel on the score sheet, using the same evaluation criteria.

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

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

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B- BBEE Status level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

## 9. CONTRACTUAL OBLIGATIONS

### Contracting

The Contract in respect of the assignment will be signed between the PSP and the Department of Tourism.

### Material Rights

The successful service provider is expected to sign and comply with confidentiality requirements. Any deviation from the said requirements or any non-compliance may disqualify the PSP from the award of any contract under the auspices of the Department of Tourism. Copyright of all documentation relating to this study belongs to Department of Tourism. The PSP may not disclose any information, documentation to other clients without the written approval by Department of Tourism; therefore, the successful service provider may not publish the findings of the survey, or any part thereof, without express written permission from the Department of Tourism.

## 10. RULES OF BIDDING

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

## **11.DOCUMENTS TO BE SUBMITTED**

- a) Company profile and proposals
- b) Original Tax Clearance Certificate
- c) Copies of any Shareholders agreement
- d) ID copies of Shareholder/Directors
- e) A copy of the current memorandum and articles of association of the company or constitutional documents of the company
- f) B-BBEE Credentials
- g) Declaration of interest
- h) Declaration statement

**DIRECTOR-GENERAL**  
**MR VICTOR THARAGE**  
**DATE:**





**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## ANNEXURE C: SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

- 6.1 B-BBEE Status Level of Contributor: . = ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %  
ii) The name of the sub-contractor.....  
iii) The B-BBEE status level of the sub-contractor.....  
iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

**WITNESSES**

- 1. ....
- 2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

DATE: .....

ADDRESS .....

.....

.....