



Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Reg No 2003/009873/08

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

P.O Box 7776
Johannesburg
South Africa
2000

Tel +27 11 779 0200
www.joburgtourism.com

REQUEST FOR QUOTATION

RFQ Number	JTC0013-2023/24
DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TARNSPORTATION FOR GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH DELEGATES, MEETINGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS AS WELL AS SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	01 February 2024
Closing date:	08 February 2024
Closing time:	10H00
Compulsory requirements	<p>Bidders are required to ensure all the below are adhered to:</p> <ul style="list-style-type: none">▪ Valid Road Transportation Permit (also known as a Public Operating License) for each vehicle▪ Drivers' valid PDP for vehicle carrying 12 or more passengers. The drivers must have the correct license vehicle class in use▪ Accreditations for Tourist Guide for any guiding/guided tours
Compulsory briefing meeting date (if applicable)	N/A
Quotations should be deposited in bid/tender box at: Sandton Library Offices Nelson Mandela Square West Street, Sandton	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER



Visit • Work • Play

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JOHANNESBURG TOURISM COMPANY

Quotations will be opened at the latter address at the time indicated
and no late submissions will be received.

Procurement Enquiries	Sphiwem@JoburgTourism.com
Technical Enquiries	Tshepo Masipa Email: Tshepom@joburgtourism.com Tel: 011 0217422

ENTITY DETAILS

Entity Type	Private	Partnership	Close Corporation		Sole Proprietor
	Other (Specify)				
Entity Name		Legal Name:			
		Trading as:			
Entity Registration Number					
City of Johannesburg/JTC Vendor Registration Number (if already have)					
National Treasury Central Supplier Database number: (Compulsory)					
Entity Street Address					
	Postal Code:				
Contact Details of the Person Representing the Entity	Name	:			
	Telephone:	:			
	Cell phone:	:			
	E-mail address	:			
Income Tax Number					
VAT Reference Number (if applicable)					

SCHEDULE OF PRICES/ RATES:

QUOTATION DESCRIPTION:

DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TRANSPORTATION FOR GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH DELEGATES, MEETINGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS AS WELL AS SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of VAT)	

CONDITIONS OF QUOTATION

1. Quotation documents must be completed in black ink.
2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation
3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above
5. NO PRICE INCREASES/ADJUSTMENTS WILL BE CONSIDERED.
6. All purchases will be made through an rep purchase order form; therefore no goods must be delivered or services rendered before an rep purchase order has been forwarded to and accepted by the successful bidder.
7. JOHANNESBURG TOURISM COMPANY WILL NOT MAKE ANY UPFRONT PAYMENTS AND TENDERERS MUST ENSURE THAT THEY HAVE SUFFICIENT CASH FLOW TO COVER THE PROVISION OF THE GOODS/SERVICES
8. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.
9. All prices must be quoted in South African currency (SA rand), all applicable taxes included

- 10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.**
- 11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.**
- 12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication**
- 13. Prices quoted must be all inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.**
- 14. The successful company must provide labour for off-loading/delivering.**
- 15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.**
- 16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipal Entity against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.**
- 17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.**
- 18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.**
- 19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation**
- 20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS**
- 21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company**
- 22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD's) WILL LEAD TO AUTOMATIC DISQUALIFICATION.**

VALIDITY OF RFQ: 30 DAYS

I HEREWITNESS CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.

SIGNATURE _____

NAME _____

FORM "E"

BRIEF OVERVIEW

Johannesburg Tourism Company (JTC) seeks quotations from qualified, registered tour operating companies to submit quotations for facilitating the following projects:

Project A

- Transportation of delegates for the Global Development Council Conference for African Methodist Episcopal Church on the 20th to the 24th March 2024 with specified times in the order of events/programme/itinerary below.

Project B

- Meetings Africa 2024 Pre and Post Tours for the hosted buyers on the 25th of February and 1st to 4th March 2024 with specified times in the order of events/programme/itinerary below.

Project C

- Site inspection tour for the Contact Centre World Delegates on the 29th February and 1st March 2024 with specified times in the order of events/programme/itinerary below.

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

Request qualified and experienced Tour Operating Company to respond on the following:

PROJECT A:

TO FACILITATE TRANSPORTATION OF DELEGATES FOR THE GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH ON THE 20TH TO 24TH FEBRUARY 2024.

Description	Quantity
Tour operators are required to facilitate transportation/transfer for 140 delegates who will be landing from different countries on different dates to attend the Global Development Council Conference to be held at Hilton Hotel. The transfers are from the 18th, 19th & 20th, which are the arrival dates for the delegates and 23rd, 25th & 26th February 2024 which are the departure dates for the delegates. The transfer is from OR Tambo International Airport to Hilton Hotel, Sandton and back to OR Tambo International Airport on the specified dates. See details below:	

Description	Quantity
<p>Tour operator is required to provide the following services:</p> <ul style="list-style-type: none"> • 1 x 22-seater bus with luggage trailer per day of arrival (18th, 19th & 20th February) • The 22-seater bus is expected to make three (3) round trips from the airport to the hotel per day. 	1x 22-seater per day
<ul style="list-style-type: none"> • 1x 65-seater bus with luggage trailer on day of departure (23rd February 2024) • The 65-seater bus is expected to make two round trips from the hotel to the airport. 	1x 65-seater
<ul style="list-style-type: none"> • 1x 22-seater bus with luggage trailer per day of departure (25th & 26th February 2024). • The 22-seater bus is expected to make two round trips from the hotel to the airport per day. 	1x 22-seater per day
<ul style="list-style-type: none"> • Bottled water (still, 500 ml) 	X 280
<p>Arrival date: 18th, 19th & 20th February 2024</p> <ul style="list-style-type: none"> • Delegates to arrive from 10h00-18h00: Pick up from OR Tambo International Airport to Hilton Hotel in Sandton 	140 delegates arriving on different dates in varying numbers per day
<p>Departure date: 23rd, 25th & 26th February 2024</p> <ul style="list-style-type: none"> • Delegates to depart from 13h00 on the above dates: Pick up from Hilton Hotel, Sandton to OR Tambo International Airport 	140 delegates departing on different dates and varying numbers

PROJECT B:

TO FACILITATE MEETINGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS ON THE 25TH FEBRUARY & 1ST TO 4TH MARCH 2024.

Description	Quantity
<p>Tour operators are required to facilitate the pre and post site inspection tours for the Meetings Africa 2024 hosted Buyers. The delegates arrive on different dates and will be accompanied by 1x Joburg Tourism Company (JTC) representative. The tours are categorised into three PARTS below:</p>	
<p>PART ONE: one day Meetings Africa pre-tour for 40 associations accompanied by 1x JTC representative.</p> <p>Date: 25th February 2024.</p>	41

Description	Quantity
<p>Tour operator is required to provide the following services:</p> <ul style="list-style-type: none"> • Contact & privately hire the City Sight Seeing Red Bus 60-seater (air-conditioned and with valid permit) to pick up delegates from Mint Hotel, Sandton, follow the planned tour itinerary below and drop off delegates at Mint Hotel on the 25th March 2024. 	1 tour
<ul style="list-style-type: none"> • Facilitate entrance fees at attractions site where applicable 	41 pax
<ul style="list-style-type: none"> • Provide Accredited Tour Guide during the tour 	1 Guide
<ul style="list-style-type: none"> • Bottled water (500 ml per person) 	82
<p>Tour Itinerary</p> <ul style="list-style-type: none"> • 11h00: Pick up from Mint Hotel, Sandton 	41
<ul style="list-style-type: none"> • 11h30-13h30: Visit Constitution Hill, Booking required 	41
<ul style="list-style-type: none"> • 14h00-15h30: Lunch at Sakhumzi restaurant, Booking required 	41
<ul style="list-style-type: none"> • 15h45-16h15: Visit Nelson Mandela House, Booking required 	41
<ul style="list-style-type: none"> • 17h40: Drop off at Mint Hotel, Sandton 	
<p>PART TWO: Three day Meetings Africa post tour for 1 x Incentive/ Meeting Planner accompanied by 1x Joburg Tourism representative</p> <p>Date: 1st-3rd March 2024</p>	2
<p>Tour operator is required to provide the following services:</p> <ul style="list-style-type: none"> • A 5-seater vehicle (air-conditioned and with valid permit) for transportation of delegates for the duration of the tour • Transfer of 1x delegate to the airport on the 3rd March 2024. 	1x 5-seater
<ul style="list-style-type: none"> • Facilitate entrance fees at attractions site where applicable in line with the tour itinerary 	2
<ul style="list-style-type: none"> • Quote and reserve accommodation @ Sandton Hotel for 1 x delegate for two nights (1st to 2nd March 2024) 	X1
<ul style="list-style-type: none"> • Provide Accredited Tour Guide for two days 	X1
<ul style="list-style-type: none"> • Bottled water (still, 500 ml) 	X4
<p>Tour Itinerary</p> <p>Day one: 1st March 2024</p> <ul style="list-style-type: none"> • 09h15: Pick up from @ Sandton Hotel 	
<ul style="list-style-type: none"> • 12h00-13h30: lunch at Nova Bistro, Houghton Hotel, Booking required 	X2

Description	Quantity
<ul style="list-style-type: none"> 13h40-14h10: Inspection at the Pivot Hotel. 	X2
<ul style="list-style-type: none"> 14h40-15h40: Inspection of The Venue and 39 Melrose Boulevard 	X2
<ul style="list-style-type: none"> 16h00: Drop off at @Sandton Hotel 	X2
Day two :2nd March 2024	X2
<ul style="list-style-type: none"> 09h00: Pick up from @Sandton Hotel 	
<ul style="list-style-type: none"> 09h30-11h30: Apartheid Museum, Booking of in-house guide required 	X2
<ul style="list-style-type: none"> 12h00-13h30: Lunch at Restaurant VILAKAZI 	X2
<ul style="list-style-type: none"> 14h00-16h00: Lebo's Soweto Tuk-Tuk tour, Booking required. 	X2
<ul style="list-style-type: none"> 16h20-17h20: visit Orlando Towers for platform viewing, booking required. 	X2
Day three: 3rd March 2024	X1
<ul style="list-style-type: none"> 11h00: Transfer to OR Tambo Int Airport 	
PART THREE: Three days Meetings Africa post site inspection tour for 1 x Incentive/Meeting Planner accompanied by 1x JTC representative.	X2
Date: 2nd -4th March 2024	
Tour operator is required to provide the following services:	
<ul style="list-style-type: none"> A 5-seater vehicles (air-conditioned and with valid permit) for transportation of delegates for the duration of tour. 	1x 5-seater
<ul style="list-style-type: none"> Transfer of 1x delegate from and to the airport on the 2nd and 4th March 2024. 	
<ul style="list-style-type: none"> Quote and reserve accommodation @ Sandton Hotel for 1 x delegate for two nights (2nd -3rd March 2024) 	X1
<ul style="list-style-type: none"> Provide Accredited Tour Guide for two days 	X1
<ul style="list-style-type: none"> Facilitate entrance fees at attractions site where applicable in line with the tour Itinerary 	X2
<ul style="list-style-type: none"> Bottled water (still, 500 ml) 	X16
Tour Itinerary	
Day one: 2nd March 2024	
<ul style="list-style-type: none"> 13h40: Pick up from OR Tambo Int Airport to @Sandton Hotel 	X1
Day two: 3rd March 2024	X2
<ul style="list-style-type: none"> 09h00: Pick up from @Sandton Hotel 	
<ul style="list-style-type: none"> 09h30-10h10: Inspection at the Rand Club 	X2

Description	Quantity
• 10h30-11h10: Inspection at Houghton Hotel	X2
• 11h30-12h10: Inspection at Radisson Blue Gautrain Hotel	X2
• 12h20-12h50: Inspection at The Capital on the Park	X2
• 13h10-14h30: Lunch at Indaba Hotel	X2
• 14h40-15h20: Inspection at Indaba Hotel	X2
• 15h30-16h20: Inspection at The Pivot Hotel	X2
• 17h00: Drop off at @Sandton Hotel	X2
Day three: 4th March 2024	X2
• 09h00: Pick up from @ Sandton Hotel	
• 09h30-10h30: Visit Nelson Mandela Centre of Memory, Booking required.	X2
• 11h00-12h30: Johannesburg Holocaust Centre, Booking required.	X2
• 13h00-14h20: Lunch at 1947 on Vilakazi Street, Booking required.	X2
• 14h30-14h00: Nelson Mandela House	X2
• 15h00: Transfer to OR Tambo International Airport	X1

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES ON THE 29TH FEBRUARY AND 1ST MARCH 2024

Description	Quantity
Tour operators are required to facilitate a three day site inspection tour for 2x Contact Center World delegates accompanied by 1x JTC rep.	X3
Date: 29th February-1st March 2024	
Tour operator is further required to provide the following services:	
• 7-seater vehicles (air-conditioned and with valid permit) for transportation of delegates for the duration of tour	1x 7-seater
• Transfer to the airport on the 2 nd March 2024.	
• Purchase 3x City Sight Seeing Red Bus tickets	X3
• Provide Accredited Tour Guide for three days	X1

<ul style="list-style-type: none"> Facilitate entrance fees at attractions site where applicable in line with the tour Itinerary 	X3
<ul style="list-style-type: none"> Bottled water (still, 500 ml) 	X12
<ul style="list-style-type: none"> Provide Accredited Tour Guide for two days 	X1
Tour Itinerary	X3
Day one: 29th February 2024	
<ul style="list-style-type: none"> 10h00: Pick up from @ Sandton Tower 	
<ul style="list-style-type: none"> 10h15-10h45: Inspection at Maslow Hotel 	X3
<ul style="list-style-type: none"> 11h00-11h30: Inspection at Capital on the Park 	X3
<ul style="list-style-type: none"> 11h45-12h15: Inspection at Mint Hotel 	X3
<ul style="list-style-type: none"> 12h30-13h00: Inspection at Garden Court Sandton City 	X3
<ul style="list-style-type: none"> 13h30-15h00: Lunch at Garden Court Sandton City 	X3
<ul style="list-style-type: none"> 16h00: Drop off at @Sandton Hotel 	X3
Day two: 1st March 2024	X3
<ul style="list-style-type: none"> 09h30: Pic up from @ Sandton Hotel 	
<ul style="list-style-type: none"> 09h30-10h00: Inspection of The Reef Hotel for gala dinner 	X3
<ul style="list-style-type: none"> 10h20-10h40: Inspection of the Venue Melrose for gala dinner 	X3
<ul style="list-style-type: none"> 11h00-11h30: Inspection of Pallazzo Hotel 	X3
<ul style="list-style-type: none"> 11h40-12h10: Inspection of Monte Casino 	X3
<ul style="list-style-type: none"> 12h30-14h00: Lunch at Medeo restaurant at the Palazzo Hotel 	X3
<ul style="list-style-type: none"> 14h20-14h50: Inspection of City Lodge Four Ways 	X3
<ul style="list-style-type: none"> 15h10-15h40: Inspection of Hotel Perte, Monte Casino 	X3
<ul style="list-style-type: none"> 16h30: Drop off at @Sandton Hotel 	X3
Day three: 2nd March 2024	X2
<ul style="list-style-type: none"> 09h00: Pick up from @ Sandton Hotel to drop off at Rosebank for City Sight Seeing bus 	
<ul style="list-style-type: none"> 10h00-11h00: Hop off at Constitution Hill 	X3
<ul style="list-style-type: none"> 11h30-13h00: Visit Apartheid Museum 	X3
<ul style="list-style-type: none"> 13h30-14h30: Lunch at Restaurant VILAKAZI 	X3

• 15h00: Transfer to OR Tambo International Airport	X2
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EVALUATION CRITERIA

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

PRICING SCHEDULE

Please provide a quotation for the Supply and Delivery of the following:

PROJECT A:

TO FACILITATE TRANSPORTATION OF DELEGATES FOR THE GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH ON THE 20TH TO 24TH FEBRUARY 2024.

Description	Quantity	Unit Price (R)	Total Price (R)
1 x 22-seater bus with luggage trailer per day of arrival to (18th, 19th & 20th February 2024)	X140		
1x 65-seater bus with luggage trailer per days of departure (23rd February 2024)	X140		
1x 22-seater bus with luggage trailer per day of departure (25th & 26th February 2024).	X140		
Bottled water (still, 500 ml)	X 280		

PROJECT B:

TO FACILITATE MEETINGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS ON THE 25TH FEBRUARY & 1ST TO 4TH MARCH 2024.

Description	Quantity	Unit Price (R)	Total Price (R)
PART ONE (40x associations, 1x JTC rep): 25th February 2024)			
Hiring of the City Sight Seeing Red Bus 60-seater (full day)	X1		
Constitution Hill (entrance fee)	X41		
Lunch at Sakhumzi restaurant,	X41		
Nelson Mandela House(entrance fee)	X41		
Hector Peterson Memorial(entrance fee)	X41		
Accredited Tour Guide	X1		
Bottled water (still, 500 ml)	X82		
PART TWO (1 x Incentive & meeting planner & 1x JTC rep: 1st-2nd March 2024			
5-seater vehicle (air-conditioned with valid permit) for the duration of the tour (3 days) including transfer to the airport	X1		
Accommodation @ Sandton Hotel (2x nights)	X1		
Accredited Tour Guide (2 days)	X1		
Bottled water (still, 500 ml)	X10		
Day one	X2		
Lunch at Nova Bistro, Houghton Hotel.			
Day two	X2		
Apartheid Museum (entrance fee)			
Lunch at Restaurant VILAKAZI	X2		
Lebo's Soweto Tuk-Tuk tour.	X2		
Orlando Towers for platform viewing.	X2		

Description	Quantity	Unit Price (R)	Total Price (R)
PART THREE (1 x Incentive & meeting planner &1x JTC rep: 2nd – 4th March 2024 5-seater vehicle (air-conditioned with valid permit) for the duration of the tour (3 days) including transfer from & to the airport	X1		
Accommodation @ Sandton Hotel (2x nights)	X1		
Accredited Tour Guide (2 days)	X1		
Bottled water (still, 500 ml)	X10		
Day two Lunch at Indaba Hotel	X2		
Day three Nelson Mandela Centre of Memory (entrance fee)			
Johannesburg Holocaust Centre (entrance fee)	X2		
Lunch at 1947 on Vilakazi Street	X2		
Nelson Mandela House (entrance fee)	X2		

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES ON THE 29TH FEBRUARY AND 1ST MARCH 2024

Description	Quantity	Unit Price (R)	Total Price (R)
2x Contact Centre World delegates tour &1x JTC rep: 29th – 2nd March 2024 7-seater vehicle (air-conditioned with valid permit) for the duration of the tour (3 days) including transfer to the airport	X1		
accommodation @ Sandton Hotel (2x nights)	X1		
3X City Sight Seeing Red Bus tickets	X3		
Accredited Tour Guide (3 days)	X1		
Bottled water (still, 500 ml)	X16		

Description	Quantity	Unit Price (R)	Total Price (R)
Day one Lunch at Garden Court Sandton City	X3		
Day two Lunch at Medeo restaurant at the Palazzo Hotel	X3		
Day three Apartheid Museum (entrance fee)	X3		
Constitution Hill (entrance fee)	X3		
Lunch at Restaurant Vilakazi	X3		

Sub Total (R) : _____

VAT (R) : _____

Total (R) : _____

Note:

- Please quote as per the line item for clarity purpose and also submit additional quotation on your company letter head.
- Return the quotation with the RFQ document attached.
- You are required to quote for ALL items. Failure to do so will render your quote incomplete and therefore non-responsive

Requirements

- (i) Cost containment regulations must be taken into account
- (ii) Quoting Reference number must be typed on the subject line when submitting the documents.
- (iii) The entity reserves the right to award the business to a supplier that has not scored the highest number of points

TABLE 2: PRICE AND EMPOWERMENT POINTS

PRICE	80 POINTS
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	<p>20 POINTS</p> <ul style="list-style-type: none"> Business owned by 51% or more Black people – 5 Business owned by 51% or more women – 5 points Enterprises located within the jurisdiction of the City of Johannesburg – 10 points

PRICING REQUIREMENTS

QUOTATION DESCRIPTION:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS:

- PROJECT A: TRANSPORTATION OF DELEGATES FOR THE GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH ON THE 20TH TO 24TH FEBRUARY 2024**
- PROJECT B: MEETNGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS ON THE 25TH FEBRUARY & 1ST TO 4TH MARCH 2024.**
- PROJECT C: SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES ON THE 29TH FEBRUARY AND 1ST MARCH 2024**

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of VAT)	

Bidders are required to quote for ALL items in the pricing schedule and failure to do so will render the offer non-responsive based on the proposal being considered an incomplete offer.

NB! RETURNABLE DOCUMENTS

- Completed and signed form of pricing schedule
- Completed and signed MBD forms (MBD 3.3, 4,6.1, 8 and 9)
- Declaration on State of Municipal Accounts
- Current/recent CSD report of the bidder (not older than 3 months)
- Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s
- Valid copies of all mandatory documents

DISQUALIFICATION CRITERIA

1. Failure to **quote for all items** in the pricing schedule.
2. Attach valid Road Transportation Permit (also known as a Public Operating License) for each vehicle.
3. Attach the Drivers' valid PDP for vehicle carrying 12 or more passengers. The drivers must have the correct license vehicle class in use.
4. Attach the accreditations for Tourist Guide for any guiding/guided tours.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers.
5. Proof of public /passenger liability insurance

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 10:00 CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days

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

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

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

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

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

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

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

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

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

.....

.....

.....

.....

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer

or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of Owner of the Bidding Entity:

.....

3.2 Identity Number if applicable:

.....

3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference Number:

.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO

3.8.1 If yes, furnish particulars.

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

(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (close family member, partner or associate) with persons in the

service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors' trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:.....

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

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an rep of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity

or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE
GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN
RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT
REGULATIONS, 2022**

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.1. POINTS AWARDED FOR PRICE

6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

6.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = Price of highest acceptable tender

7. POINTS AWARDED FOR SPECIFIC GOALS

- 7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 7.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATE D (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
GOAL 1: DESIGNATED GROUP			
Business/ enterprise owned by 51% or more Black people	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	5	
Business/ enterprise owned by 51% or more Women	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	5	
GOAL 2: SPECIFIC GOAL			
Enterprises located within the jurisdiction of the City of Johannesburg	CSD Report and Proof of municipal accounts or proof of residence from local council.	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

7.4. Company registration number:

7.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

7.6. I, the undersigned, who is duly authorised to do so on behalf of the company / firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company / firm for the preference(s) shown and I acknowledge that:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- d) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (Tick applicable box).**

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

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

Item	Question	Yes	No
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

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

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

.....

Signature

Date

Capacity

Name of Bidding Entity

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

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

I certify, on behalf of:
_____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the rep bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Full Names of Person Representing Company

.....
Position in Company

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A. Any bid will be rejected if:
- B. Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

C. Bid Information

- i. Name of bidder ii. Registration Number
- iii. Municipality where business is situated
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
1.
2.
3.
4.
5.
6.
7.

D. Documents to be attached.

- 1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- 2. A copy of municipal accounts of all directors mentioned in B (vi) (Not older than 3 months)
- 3. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature: _____

Date :_____