

PART A

REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER: IM0107/2022		CLOSING DATE: 30-11-2022		CLOSING TIME: 17H00	
DESCRIPTION: PROCUREMENT OF GOODS AS SPECIFIED BELOW: DEVELOP MONTHLY DIGITAL DOMESTIC TOURISM MATERIAL					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS					
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA					
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.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON Ms M Chavalala			
TELEPHONE NUMBER		TELEPHONE NUMBER 012 444 6327			
E-MAIL ADDRESS		E-MAIL ADDRESS MChavalala@tourism.gov.za			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:		
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationsscm@tourism.gov.za OR HAND DELIVERED AT TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 . PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.		
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.		
1.3.	BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.		
1.4.	THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/ OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.		
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. THE 80 / 20 PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN 80 IS PRICE AND 20 POINTS IS FOR B-BBEE.		
1.6.	POINTS SCORED WILL BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES.		
1.7.	A TRUST, CONSORTIUM OR JOINT VENTURE (<i>INCLUDING UNINCORPORATED CONSORTIA AND JOINT VENTURES</i>) MUST 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 (<i>PRICE AND B-BBEE POINTS</i>) 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 		
2.	TAX COMPLIANCE REQUIREMENTS		
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILEING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .		
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.		
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.		
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."		
3.	LIST OF RETURNABLES		
BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS			
a)	TICK APPLICABLE BOX		
b)	ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE		
c)	USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT		
ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK?		
ANNEXURE C	IS BIDDER'S SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT		

	REGULATIONS 2017 COMPLETED,SIGNED AND SUBMITTED?		
ANNEXURE D	IS BIDDER'S PROOF OF VALID B-BBEE STATUS LEVEL OF CONTRIBUTOR SUBMITTED IN THE FORM OF: (A) B-BBEE STATUS LEVEL CERTIFICATE ISSUED BY AN AUTHORIZED BODY OR PERSON; OR (B) A SWORN AFFIDAVIT AS PRESCRIBED BY THE B-BBEE CODES OF GOOD PRACTICE.		
ANNEXURE E	IS BIDDER'S SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL OR QUALIFYING SMALL ENTERPRISE – SPECIALISED ENTITY – GENERAL STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED? (IF APPLICABLE)		
ANNEXURE F	IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS.		
ANNEXURE G	IS BIDDER'S DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS COMPLETED WITH % AND SUBMITTED TOGETHER WITH LOCAL CONTENT DECLARATION TEMPLATES ANNEXURE C, ANNEXURE D AND ANNEXURE E. (ONLY FOR GOODS AND SERVICES THAT REQUIRE LOCAL CONTENT & PRODUCTION % AS STATED IN PARAGRAPH 4 BELOW OR STIPULATE IN THE DESCRIPTION OF GOODS).		

4. PRESCRIBED PERCENTAGE OF LOCAL CONTENT IN SPECIFIC CATERGORIES OF GOODS

NOTE: ONLY BIDDERERS WHO HAVE COMPLETED AND SUBMITTED THE SBD 6.2 TOGETHER WITH THE LOCAL CONTENT DECLARATIONS **ANNEXURE C, ANNEXURE D AND ANNEXURE E** AND ADHERE OR COMPLY TO THE STIPULATED MINIMUM THRESHOLD (%) WILL BE CONSIDERED / APPOINTED. NON-COMPLIANT SUPPLIERS WILL NOT BE EVALUATED ON POINTS FOR PRICE AND B-BBEE THEREFOR THEY WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.

DESCRIPTION OF GOODS	REQUIRED MINIMUM % - LOCAL CONENT	TICK APPLICABLE %
TABLE 1 - OFFICE FURNITURE		
Melamine office desk with drawers	70 %	
Office desk (drawers) with timber top on steel frame	90 %	
Office desk (drawers) with superwood (MDF) top on steel frame	90 %	
Melamine / Paper foil office desk with drawers	70 %	
Stacker upholstered chair – 4 legged without arms	100 %	
Side upholstered chair – sleigh base with arms	70 %	
High back upholstered chair with arms on 5 star	65 %	
Steel stationery cupboard	100 %	
Steel drawer(s) filing cabinet	100 %	
Wood stationery cupboard	100 %	
Wood drawer(s) filing cabinet	100 %	
TABLE 2 : TEXTILE, CLOTHING, LEATHER AND FOOTWARE SECTOR		
Textile, Clothing, Leather and Footwear Sector	100%	

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

6. THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA): SUPPLIER NOTICE

THE DEPARTMENT RESPECT YOUR PRIVACY AND ACKNOWLEDGE THAT YOUR DOCUMENTS WILL CONTAIN PERSONAL INFORMATION WHICH MAY BELONG TO YOU OR OTHERS. BY SUBMITTING YOUR DOCUMENTS, YOU GIVE THE DEPARTMENT CONSENT TO PROCESS INFORMATION IN ACCORDANCE WITH POPIA. THE DEPARTMENT MAY DISCLOSE PERSONAL INFORMATION IF REQUIRED BY THE LAW ENFORCEMENT AGENCIES AND OTHER PARTIES WHO PROVIDE THE DEPARTMENT WITH THE RELEVANT / REQUIRED SERVICES. THE DEPARTMENT WILL AUTHORISE ACCESS TO PERSONAL INFORMATION ONLY TO EMPLOYEES WHO REQUIRE THE INFORMATION TO EXECUTE THEIR WORK-RELATED RESPONSIBILITIES. THE DEPARTMENT WILL ARCHIVE YOUR PERSONAL INFORMATION IN LINE WITH THE APPLICABLE LAWS

7. DELIVERIES

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 DEPARTMENT 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
	<p>DEVELOP MONTHLY DIGITAL DOMESTIC TOURISM MATERIAL</p> <p>BACKGROUND</p> <p>Domestic Tourism is a key focus for the Department of Tourism as we continue to support and sustain the recovery of the tourism sector. In response to numerous requests from various tourism stakeholders to support reigniting of Domestic tourism as contemplated in the Tourism Recovery Plan received the Department seeks to develop themed digital content to be showcased on the various social media platforms as part of the year-long Tourism Month Campaign.</p> <p>The development of marketing educational material will assist in improving the travel culture (especially among disadvantaged South Africans) by creating awareness on the benefits of travelling domestically.</p> <p>In addition, the digital material produced will be, shared during domestic tourism activation programmes, tourism learner program activations such as the National Tourism Career Expo, Imbizo's by political principals, and other information sessions to name just a few.</p> <p>A service- provider is therefore required to develop the following:</p> <p>CONTENT DEVELOPMENT</p> <ul style="list-style-type: none"> ○ Develop digital content to create awareness of the domestic tourism options guided by the monthly themed calendar linking all themes to travel, tourism and or hospitality. ○ July – Mandela Month ○ August – Women's Month ○ September – Tourism Month Special edition: Tourism & Heritage Month ○ October – Transport ○ December – Holiday Festive Season ○ January – Jan-Worry Mampara Month ○ March – Easter ○ April – Options available during Easter ○ May – Youth focus ○ June – Options for Youth ○ Production of Digital Brochures <p>DESIGN AND LAYOUT</p> <ul style="list-style-type: none"> ○ Submit three concepts for approval ○ Layout in three languages (English, seSotho and isiZulu) ○ Source images for layout ○ Add QR Codes on artwork (links to be provided by the Department) ○ Provide HTML version of the brochure for web placement <p>DESIGN AND LAYOUT OF ONLINE BANNERS AND SOCIAL MEDIA POSTS</p> <ul style="list-style-type: none"> ○ Webpage on the Department of Tourism website: 942 x 349 pixels ○ Twitter: 1 500 x 500 pixels 		

	<ul style="list-style-type: none"> ○ Facebook: 960 x 472 pixels ○ Instagram: 960 x 472 pixels ○ Social media posts ○ Editing and Proofreading ○ Editing and proofreading of all communication products produced 		
	TOTAL PRICE EXCLUDING VAT		
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
	GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)		

NB: FAILURE TO SUBMIT A DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

No	Criteria description		Weight (100)
	CONTENT DEVELOPMENT	<u>Documents to be submitted</u>	
	<ul style="list-style-type: none"> The digital marketing agency is expected to have the capacity to design and deliver all digital domestic tourism material with the Domestic Tourism Facilitation and communications team on content production and seamless integration with the main website and/or any microsites established (managed by the Department of Tourism). The selected agency will be expected to organize an initiation meeting with the Department of Tourism to plan for domestic tourism monthly theme material. 	<ul style="list-style-type: none"> More than 5 years actual experience in producing digital material. Three signed acknowledgement letters of similar work done. Project plan of how the project will unfold. 	30
	PRODUCTION OF DIGITAL BROCHURES	<u>Documents to be submitted</u>	
	<ul style="list-style-type: none"> Layout in three languages (English, seSotho and isiZulu) Source images for layout Add QR Codes on artwork (links to be provided by the Department) Provide HTML version of the brochure for web placement Slideshow/ presentation of all the months 	Submit three concepts for approval	30
	DESIGN AND LAYOUT OF ONLINE BANNERS AND SOCIAL MEDIA POST	<u>Documents to be submitted</u>	
	<p>Website: 942 x 349 pixels</p> <ul style="list-style-type: none"> Twitter: 1 500 x 500 pixels Facebook: 960 x 472 pixels Instagram: 960 x 472 pixels Social media posts 	<ul style="list-style-type: none"> Proof of similar work your agency has produced before 	20
	EDITING AND PROOF READING	<u>Documents to be submitted</u>	
	<ul style="list-style-type: none"> Editing and proof reading of all communication products produced 		20



THULANI SIBEKO

DESIGNATION: DIRECTOR DOMESTIC TOURISM FACILITATION

DATE: 21/11/2022

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....