

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 documentary proof to claim points for Women and Black ownership, valid sworn affidavit for EME or QSE, compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report and banking details, before stipulated closing date and time.

Bidders should 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, signed and returned;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed, signed and returned; and
3. All written price quotations or bids received after closing date and time of **02 JUNE 2023 at 11H00AM** 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.
- ✓ *Hand delivered RFQ / RFP must be recorded in a quotation register. Failure to record submitted RFQ / RFP will result in disqualification.*

Kind regards

PART A

REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	DM322/23	CLOSING DATE:	02-06-2023	CLOSING TIME:	11H00AM
DESCRIPTION	PROCUREMENT OF GOODS AS SPECIFIED BELOW ASSESSMENT OF THE STATE OF ALL STATE-OWNED TOURIST ATTRACTIONS VESTED NATIONALLY				
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 EMAIL OR PHYSICAL ADDRESS ON BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON	Mr Thomas Mafela	
TELEPHONE NUMBER			TELEPHONE NUMBER	012 444 6371	
E-MAIL ADDRESS			E-MAIL ADDRESS	tmafela@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
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.					

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE 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. BIDDERS ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE NATIONAL TREASURY.
- 1.5. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** POINTS IS FOR PRICE AND **20** POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 30 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE BID SUBMISSION / RFQ WILL BE EVALUATED IN LINE WITH THE SET CRITERIA OR FUNTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (INCLUSIVE OF APPLICABLE TAXES). THAT WILL BE STIPULATED IN THE INVITATION TO BID/RFQ.
- 1.7. POINTS SCORED FOR **SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE** AND THE TOTAL WILL BE ROUNDED OFF TO THE **NEAREST TWO (2) DECIMAL PLACES.**
- 1.8. A **TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS** IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA ACT NO 5 OF 2000 JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER.
- 1.9. BIDDERS ARE REQUIRED TO **SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION** IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.10. THE DEPARTMENT RESERVES THE RIGHT TO **NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.**
- 1.11. THE DEPARTMENT MAY **ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED** WITH THE RFQ.
- 1.12. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **WWW.SARS.GOV.ZA**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE **ANNEXURES** THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DECIPTION	YES	NO
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 PROOF OF OWNERSHIP BY WOMAN SUBMITTED.		

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

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

a)	TENDER PRICE	:	80 POINTS	} SPECIFIC GOALS - MAXIMUM OF 20 POINTS
b)	WOMEN OWNERSHIP	:	06 POINTS	
c)	BLACK OWNERSHIP	:	12 POINTS	
d)	SMME'S (EME OR QSE)	:	02 POINTS	
TOTAL			100 POINTS	

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

4.15 TENDER PRICE

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

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

WHERE -

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

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.16 SPECIFIC GOALS

4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN

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

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

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

4.16.2 % OWNED BY BLACK PEOPLE

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

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

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

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

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

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

YES = 2 POINTS

=

NO = 0 POINT

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

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

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

6. 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

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

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

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

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

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

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

7.4 DUTY OF CARE

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

7.5 EXEMPTION FROM LIABILITY

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

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
1.	<p>Develop, submit and present an Assessment Proposal. The proposal should be developed immediately after the Inception Meeting. The proposal should include the following:</p> <ul style="list-style-type: none"> • Comprehensive actual conditions of state-owned tourist attractions; • The problem statement; • The rationale for the evaluation; • Comprehensive methodology that includes the approach to be adopted (i.e. qualitative and/or quantitative methodology), description of the sampling frame, description of the sampling method selected with justification for it and the overall project plan with a list of team members. 	An evaluation proposal	
2.	<p>Develop, submit and present indicators and data collection tools to be used following the project Inception Meeting. Data collection tools and indicators should be developed and submitted at the same time with the evaluation proposal. The data collection tools should be developed for the targeted population for this assessment, i.e. state-owned tourist attractions, tourists (both domestic and international).</p> <p>Pictures of the attractions with dates and places should be taken during data collection process. These pictures should be used on this analysis to depict the status of the attractions at the time the assessment was conducted.</p> <p>Conduct consultations with key stakeholders to strengthen data collection and the overall assessment.</p>	<p>Data Collection Tools</p> <p>A list of indicators to assess the conditions of state-owned tourist attractions</p>	
3.	Conduct data collection, data verification and quality assurance, data analysis and interpretation, and produce a draft comprehensive Report.	<p>Data collection</p> <p>Data verification</p> <p>Quality assurance</p> <p>Data analysis and interpretation</p> <p>Comprehensive Draft Report</p>	
4.	Conduct consultations with key stakeholders, develop final report, synopsis report and a PowerPoint presentation with recommendations to the Department of Tourism.	<p>Consultations with key stakeholders</p> <p>Final Report</p> <p>Synopsis Report</p> <p>Powerpoint presentation with recommendations</p>	
5.	Submit a closeout report and a database for the assessment in an Excel format when the project has been completed	<p>Close-out report</p> <p>Database</p>	
	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 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.

Hyabu

THOMAS MAFELA

DESIGNATION: DIRECTOR-MONITORING AND EVALUATION

DATE: 18-05-2023

SIGNATURE OF BIDDER:.....

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

DATE:.....



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**FOR THE APPOINTMENT OF THE SERVICE PROVIDER
TO CONDUCT AN ASSESSMENT OF
THE STATE OF ALL STATE-OWNED
TOURIST ATTRACTIONS VESTED NATIONALLY**

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1. BACKGROUND

Tourism needs to be managed in a sustainable manner, enabling future generations to enjoy the tourist attractions South Africa has to offer. As tourists visit the country, they also visit tourist attractions in numbers and, they use the facilities as well as the other amenities at these tourist attractions. South Africa has the most diversified and fascinating tourist attractions which should be managed and maintained well for the end user ultimate best experience. South Africa's tourism potential is realized because the country has both the quantity and quality of tourist attractions to satisfy the needs of discerning international and domestic holiday travelers. Although South Africa has many tourist attractions, the question is, is the quality of our public attractions still the same or has it deteriorated. The most relevant problems associated with tourism are those related to the large number of tourists, which greatly increases pressure on the infrastructure of attractions. Over frequentation of other attractions may lead to the deterioration of their infrastructure.

Tourist attractions in South Africa such as the National and Provincial Parks and Museums cater for a large inflow of tourists. As for infrastructure and allied services in South Africa, the secondary roads leading to the attraction sites are dirty, narrow and poorly maintained. We do not know much about the conditions of our state-owned tourist attractions, in terms of road signs leading to the attractions, washrooms, free internet provision, restaurants and minimally acceptable bars. This is the extent within which we must judge the quality of our state-owned attractions. It is also important to ask what are the conditions of our public attractions and their amenities, and how this has affected and will continue to affect our tourist numbers. Attractions with auxiliary add-ons like comfortable seating, shelter from the hot rays of the sun, a bar-and-grill or full-service restaurant, a gift shop, nightly entertainment and/or open air dining, together with upgraded adventure oriented features like zip-lining down to the sea, will allow the country to come close to reaching its full tourism potential.

In the past few years, South Africa, especially the eastern part of the country has experienced huge torrential down pours that damaged some roads and bridges leading to attraction sites. Some of the tourist attractions might also have been affected negatively by this torrential rain, as buildings and some amenities within the

vicinity of the attractions might have been damaged and left in a different condition that affects tourist numbers to these attractions.

State-owned tourist attractions are not necessarily managed by the Department of Tourism; however, it is critical that the Department continues to conduct periodic assessments to determine whether these attractions are in a good state and offer what tourists expect. This is important in order to improve tourist visits to the attraction through improving their condition.

The findings from the assessment should be able to provide empirical evidence of the state of state-owned tourist attractions in South Africa. The assessment would therefore focus on state-owned tourist attractions that include National Parks, Provincial Parks, Museums and Nature Reserves. To this end, the National Parks are managed by the Department of Environmental Affairs and Forestry, whereas Museums are managed by the Department of Arts, Sport and Culture. Furthermore, there are parks and museums managed by provinces. Findings from this assessment should provide recommendations with strategic interventions and substantial evidence that would help the department to make informed decisions.

2. PROBLEM STATEMENT

All infrastructure assets are subject to gradual wear or aging. This depreciation in the value of the asset occurs at varying speeds, depending on its nature. Although maintenance is needed to mitigate the effects of aging and offset the loss in asset value associated with it, government administrations do not make it the priority it warrants. Assets are now nearing the end of their life spans and are sometimes still in use while known to be obsolete or in dire need of maintenance and improvement.

Secondly, tourist attractions across the whole country are visited by different number of tourists. Some attractions are visited by more tourists than others because they are well known and more appealing. As more and more tourists visit attractions, this put pressure on the infrastructure around the attraction, and the condition of the attraction and the accompanying amenities starts to deteriorate. Furthermore, amenities around attractions might also be affected by natural disasters such as heavy downpours. This development will always have an impact on the condition of attractions, affecting

tourist numbers to these attractions. It is therefore, not known the extent of the state of all state-owned tourist attractions vested nationally. All state-owned tourist attractions receive different tourist numbers from one month to another, however, it is not known whether their condition is deteriorating or not. When a destination or specific province knows and understands the state of their attractions, it can take an informed decision and apply correct strategies to attract more tourists and plans to improve them (Pesonen, Laukkanen & Komppula, 2011:303).

3. PURPOSE AND FOCUS OF THE ASSESSMENT

The main purpose of this project is to assess the state of all state-owned tourist attractions vested nationally, understand factors that drive the success of all state-owned attractions and whether these tourist attractions are in a good state or not (e.g. service excellence, tourism product, infrastructure). Findings will assist in securing the necessary funds to improve the infrastructure that will assist in attracting more tourists to the attractions. Spending on the maintenance and improvement of existing state-owned assets supports their performance over time and sustains their quality, as perceived by the public and business leaders.

4. OBJECTIVES OF THE EVALUATION

The six (6) main objectives of the assessment are to:

- I. Conduct an actual assessment of the condition of all state-owned tourist attractions nationally;
- II. Determine the performance (e.g. visitor numbers, etc.) of all state-owned tourist attractions vested nationally;
- III. Understand the factors that drive the success of all state-owned tourist attractions vested nationally;
- IV. Conduct research on the best maintained and performing state-owned attractions nationally and internationally;
- V. Determine if all state-owned tourist attractions vested nationally have any plans in place to improve their attractions in general; and
- VI. Develop recommendations for the improvement of all state-owned tourist attractions vested nationally.

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5. SIGNIFICANCE OF THE ASSESSMENT

The assessment will provide a deeper understanding of the conditions of all state-owned tourist attractions in South Africa. This will enhance the scientific knowledge of the state of state-owned attractions and will assist management to develop well-devised programmes in line with tourists' benefits needed (Almeida et al., 2014:8). Furthermore, findings will assist in motivating for any type of support needed to maintain state-owned tourist attractions.

State of tourist attractions analysis may allow the national and provincial governments to find the uniqueness of their attractions as a key factor that drive the success of all state-owned tourist attractions. The findings will also determine if all state-owned tourist attractions have any plans in place to improve their attractions in general. This assessment will provide useful information for management decision-making, thus stimulating the country's economic growth that may be achieved (Kim et al., 2011:47). Understanding the tourist benefits may well be a rich basis of competitive advantage for South Africa and a powerful tool for success. Analysis of the condition of the state-owned tourist attractions may enhance and better position a destination for development (Dolnicar, 2012:31).

6. INVITATION

6.1 Service providers with appropriate and applicable monitoring and evaluation expertise including research, experience in assessment of infrastructure projects as well as project management skills are invited to submit their quote to conduct an assessment on the state of all state-owned tourist attractions in South Africa.

7. SCOPE OF WORK

The project will be conducted over a period of twelve (12) months. The successful Service Provider will be required to provide the following services:

7.1 Analysis and reviewing of all state-owned tourist attractions in South Africa. These attractions should form part of the assessment including historic sites.

7.2 Develop and present analysis report of all state-owned tourist attractions in South Africa to be included for the assessment for noting/inputs and approval by the

Departmental Evaluation Working Group (DEWG) and presentation to Management Committees;

7.3 Develop indicators for the assessment, which should be informed by the objectives of this assessment;

7.4 Formulate assessment questions and develop the assessment tool, which will respond to the assessment objectives;

7.5 Take pictures of attractions with dates/places during data collection process and should include the date and time of when they were taken. These pictures should be used on the analysis to depict the status of the attraction at the time the assessment was conducted;

7.6 Present a detailed proposal which should outline the objectives of the assessment study as provided on this Terms of Reference, indicators, methodology, assessment population, data collection tools, analysis and interpretation methods; timeframe of the assessment. The proposal should be presented to the Departmental Evaluation Working Group and Management Committees for inputs and approval;

7.7 Conduct key stakeholder engagements with relevant groups to inform the assessment and strengthen the final output;

7.6 Submit and present draft and final reports, which should be aligned to the objectives of the assessment. The reports should be accompanied by the synopsis reports, and a PowerPoint presentation which should highlight the key findings, and issues, which require management attention and provide recommendations with strategic interventions and substantial reasons that will help the department to make informed decisions. Present the final reports to the Departmental Evaluation Working Group and Management Committee.

8. DELIVERABLE

The successful Service Provider will be required to meet the following deliverables:

8.1 Submit and present the evaluation proposal to the Departmental Evaluation Working Group; the evaluation proposal should be developed immediately after the inception meeting. The proposal should include:

- Comprehensive findings on conditions of all state-owned tourist attractions;
- The problem statement;
- The rationale for evaluation;

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- The aims and objectives of the evaluation;
 - Comprehensive methodology that includes the approach to be adopted (i.e. qualitative vs quantitative approaches or both), description of the sampling frame, description of the sampling method selected with justification for it and the overall project plan with team members.
- 8.2 Submit and present indicators, assessment questions, assessment tools and proposal following the inception meeting. Data collection tools and indicators should be developed and submitted at the same time with the evaluation proposal;
 - 8.3 Conduct key stakeholder consultations to inform and strengthen the evaluation proposal, methodology, data collection, final output, etc.;
 - 8.4 Submit and present draft report within the agreed or set timeframe;
 - 8.5 Submit and present final evaluation report, synopsis report and a PowerPoint presentation with recommendations to the Department of Tourism;
 - 8.6 Submit a closeout report and a database used for analysis of the assessment in an Excel format when the project is completed.

9. MINIMUM REQUIREMENTS

Potential bidders must be able to demonstrate the following:

- 9.1 Knowledge, understanding and interpretation of Monitoring and Evaluation legislative policy frameworks that guide the implementation of M&E in government;
- 9.2 Knowledge of the legislative and institutional frameworks for the tourism sector;
- 9.3 Comprehensive knowledge on the assessment of state-owned tourist infrastructure projects in South Africa;
- 9.4 Experience in conducting impact assessment studies/surveys on tourism and related infrastructure development;
- 9.5 Experience in development and managing of surveys and evaluation projects, delivering agreed outputs on time and within budget;
- 9.6 Experience in quality assurance of data and databases;
- 9.7 Experience in data collection and analysis using both quantitative and qualitative research methods;

- 9.8 Experience and expertise in using statistical analysis software;
- 9.9 Experience in project management and financial management; and
- 9.10 Good report writing and presentation skills in English.

10. REPORTING

- 10.1 The Service Provider will report and submit all reports to the Department of Tourism in line with deliverables highlighted in Section 8;
- 10.2 The department will review all reports in line with deliverables stipulated in the Service Level Agreement to be concluded between the department and the appointed service provider.

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ANNEXURE A BIDDER'S DISCLOSURE

SBD4

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 interest¹ 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

¹ 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.



ANNEXURE A

BIDDER'S DISCLOSURE

SBD4

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**

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 consortium² 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.

² 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.

ANNEXURE A

BIDDER'S DISCLOSURE

SBD4

- 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.
- 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 B

SWORN AFFIDAVIT – FOR BOTH EMERGING MICRO ENTERPRISES (EME) AND QUALIFYING SMALL ENTERPRISE (QSE)

Please Confirm, by ticking the applicable box.	EME	<input type="checkbox"/>
	QSE	<input type="checkbox"/>

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Director of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (NPO, PBO etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p style="margin-left: 40px;">(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p style="margin-left: 40px;">(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p style="margin-left: 80px;">i. Before 27 April 1994; or</p> <p style="margin-left: 40px;">On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

NOTE: POINTS FOR SMME (EME AND OR QSE) CAN ONLY BE ALLOCATED WHEN THIS FORM IS COMPLETED AND RETURNED WITH THE RFQ/RFP.

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Woman Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

ANNEXURE B

**SWORN AFFIDAVIT – FOR BOTH EMERGING MICRO ENTERPRISES (EME) AND
QUALIFYING SMALL ENTERPRISE (QSE)**

- **EME:** Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
 - **QSE:** Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue/Allocated Budget/Gross Receipts was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp