



Sandton Library Offices P.O Box 7776 Tel +27 11 779 0200
Nelson Mandela Square Johannesburg www.joburgtourism.com
West Street, Sandton South Africa
Johannesburg 2000
South Africa

REQUEST FOR QUOTATION

RFQ Number	JTC 0026-2023/24
DESCRIPTION: REQUEST FOR QUOTATION FROM SERVICE PROVIDER TO RENDER ADVERTISING SERVICES, MEDIA BUYING, OUTDOOR ADVERTISING, DIGITAL CAMPAIGNS AND CREATIVE ARTWORK DEVELOPMENT FOR A PERIOD OF THREE (3) MONTHS FROM THE DATE OF APPOINTMENT FOR THE WELCOME 2 JOZI DESTINATION MARKETING CAMPAIGN.	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	15 May 2024
Closing date:	22 May 2024
Closing time:	10H00
Compulsory briefing meeting date (if applicable)	N/A
Quotations may be deposited in bid box at: 4 th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton Note well: No emailed bids will entered/considered	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 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 Tel: (011) 779 0200
Technical Enquiries	Pontsho Moeketsi Pontshom@joburgtourism.com Tel: (011) 779 0200

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 PROCESS/RATES

QUOTATION DESCRIPTION:	
REQUEST FOR QUOTATION FROM SERVICE PROVIDER TO RENDER ADVERTISING SERVICES, MEDIA BUYING, OUTDOOR ADVERTISING, DIGITAL CAMPAIGNS AND CREATIVE ARTWORK DEVELOPMENT FOR A PERIOD OF THREE (3) MONTHS FROM THE DATE OF APPOINTMENT FOR THE WELCOME 2 JOZI DESTINATION MARKETING CAMPAIGN.	
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 official purchase order form; therefore no goods must be delivered or services rendered before an official 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 entity 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 to protect the 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) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

VALIDITY OF RFQ: 30 DAYS

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

SIGNATURE _____

NAME _____

BRIEF OVERVIEW

SCOPE OF WORK

Johannesburg Tourism Company (JTC) seeks quotations from qualified service provider to render media buying, outdoor advertising, digital campaigns and creative artwork development for a period of three (3) months from the date of appointment for the Welcome 2 Jozi destination marketing campaign.

Areas of delivery:

- ✚ Media buying
- ✚ Advertising (Radio, TV, Outdoor, Print)
- ✚ Digital campaign (website, Facebook, YouTube, Instagram, Direct emailer)
- ✚ Creative, design and production of artwork (adverts)

1. Media buying in line with Welcome2Jozi campaign

1.1 Newspaper and travel magazines

- 1.1.1 Create, produce, book and place one (1) half page, full color advert in Joburg based community Caxtons newspaper targeting all 7 regions of Johannesburg for three (3) months period, one per month from date of appointment on both online and print platforms in line with Welcome2Joburg campaign;
- 1.1.2 Create, produce, book and place one (1) full double page spread, full color editorial on Saturday star travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign- leisure.
- 1.1.3 Create, produce, book and place one (1) full double page spread, full color editorial on Sunday Times travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign – business.
- 1.1.4 Create, produce, book and place one (1) full page, full color advert in the Tourism Update magazine for both online and print platforms, for three months from date of appointment, one per month in line with Welcome 2 Joburg campaign

1.2 Radio

- 1.2.1 Create, produce and book space for 30sec live reads for one (1) month in line with Welcome2Joburg campaign on below mentioned radio stations once from date of appointment. Live reads frequency as per table below on Monday, Wednesday and Friday on the following radio stations:

Radio station	Show	Frequency
KayaFM	Afternoon drive time show	3 times a week
	Morning breakfast show	3 times a week
	Business show	3 times a week
Radio 2000	Morning breakfast show	3 times a week
94.7	Morning breakfast show	3 times a week
	Business show	3 times a week
Ukhozi FM	Afternoon drive time show	3 times a week

- 1.2.2 Sponsor breakfast radio show with tourism product prizes for Welcome2Jozi campaign competition

Radio station	Show	Frequency
MetroFM	Lunch time show	1 month Once a week on Wednesday

- 1.2.3 Through existing relationships, negotiate and arrange with radio station for **free** interviews and online coverage in line with Welcome2Jozi campaign

1.3 Outdoor advertising

1.3.1 Billboards

Create, produce, book and place three (3) billboards size 14feet high and 48 feet wide (high traffic/strategic areas in Johannesburg, Cape Town and Durban for a month in line with Welcome2Joburg campaign

1.3.2 Electronic billboards at shopping centres

Create, produce, book and place one (1) x electronic poster for advertising to be flighted for one (1) month to communicate business or leisure messages in line with Welcome to Joburg campaign on strategic two (2) digital/LED screens at shopping malls, namely;

- Maponya mall,
- Alexandra mall,
- Clearwater mall,
- Diepsloot shopping centre,

1.4 Digital/Online (Website, Facebook, Instagram, Twitter, YouTube, Google, Emailer)

- 1.4.1 One (1) x CoJ Text Messages per month to be produced and sent to 30 000 CoJ staff for the duration of the contract
- 1.4.2 Plan, produce and execute social media campaign activities to run, one post daily on Facebook, Instagram, Twitter on a monthly basis for the duration of the contract Joburg Tourism Company social media pages- 30 hours dedicated per month on posting;
- 1.4.3 Produce, book and place social media adverts in video, graphic format for YouTube, Facebook, Instagram, Twitter and Google for high traffic specific travel website (Tourism Update) digital pages, once a month, on a monthly basis for the duration of the contract - video advert spec below;

Facebook	Twitter	YouTube	Instagram
Highest resolution	Highest resolution	YouTube link	High resolution
Aspect ratio 9:16 and 16:9	Aspect ratio: 16x9 or 1x1		File type: Most supported
Multiple video formats	Video codec: H264 baseline, 4:2:0 color space		Video width/height: 500x500 pixel
Max video file size: 4G	Frame rate: 29.9FPS or 30FPS		Video aspect ratio: 4:5 to 1.91:1
Max video length: 15 seconds	Video bitrate: 6,000-10K for 1080p		Length: 60 sec
Video thumbnail no than 20% text	Audio codec: AAC LC		Text: Up to 2200

Text: 125 characters	Text: 180 characters		
Link description: 30 characters			

2. CONTRACT PERIOD

The contract shall be for a period not exceeding three (3) months from the date of appointment. The bidder is required to submit a detailed operational plan (including strategies & relevant approach) with key activities outlining itemised costing. This will constitute a breakdown of a proposed budget in relation to scope of work.

Successful bidder will be required to work with Joburg Tourism Company (JTC) to produce the required deliverables through the relevant marketing and advertising channels.

3. PROJECT MANAGEMENT

The responsibility for the implementation of this project lies with the Manager: Destination Marketing at Joburg Tourism Company. Status meetings will be established to ensure progress of all functional areas for effective project implementation.

4. COPYRIGHT/PATENT RIGHTS

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 Municipality.

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 per Table 1 and 2 below.

TABLE 1: PRICING SCHEDULE

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	Newspaper and travel magazine			
	Create, produce, book and place one (1) half page, full color advert in Joburg based community Caxtons newspaper targeting all 7 regions of Johannesburg for three (3) months period, one per month from date of appointment on both online and print platforms in line with Welcome2Joburg campaign;	1		
	Create, produce, book and place one (1) full double page spread, full color editorial on Saturday star travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign- leisure.	1		
	Create, produce, book and place one (1) full double page spread, full color editorial on Sunday Times travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign – business.	1		
	Create, produce, book and place one (1) full page, full color advert in the Tourism Update magazine for both online and print platforms, for three months from date of appointment, one per month in line with Welcome 2 Joburg campaign	1		
2.	Radio			
	Create, produce and book space for 30sec live reads for one (1) month in line with Welcome2Joburg campaign on below mentioned radio stations once from date of appointment. Live reads frequency as per table below on Monday, Wednesday and Friday on the following radio stations:			
	Kaya FM	Afternoon drive time show	3 times a week	
		Morning breakfast show		
		Business show		
	Radio 2000	Morning breakfast show	3 time a week	
	94.7	Morning breakfast show	3 times a week	
		Business show		
	Ukhozi FM	Afternoon drive time show	3 times a week	
3	Text messages			
	One (1) x CoJ Text Messages per month to be produced and sent to 30 000 CoJ staff for 3 months from the duration of the contract	1 per month		
4.	Online (website, FaceBook, YouTube, Instagram, Google)			
	Plan, produce and execute online/digital campaign strategy to run for the duration of three (3) months on	1 post as and when		

	the abovementioned platforms in line with Welcome2Jozi. One (1) post daily on Facebook, Instagram, YouTube, Google, Twitter on monthly basis for the duration of contract on the Joburg Tourism Company social media pages – 30 hours dedicated per month on posting	required for maximum 30 hours per month on posting		
	Produce and place digital advert in video graphic format for placement on YouTube, Facebook, Instagram, Twitter, Google in line with Welcome2Joburg campaign as per specification.	1 placement per platform per month		
5	Outdoor billboards			
	Create, produce, book and place three (3) static adverts on outdoor (street) billboards size 14feet high and 48 feet wide (high traffic/strategic areas in Johannesburg, Cape Town and Durban for a month in line with Welcome2Joburg campaign	3		
6	Shopping centre digital/ LED billboard			
	Create, produce, book and place one (1) x electronic poster for advertising for one (1) month to communicate business or leisure messages in line with Welcome to Joburg campaign on strategic two (2) digital/LED screens at shopping malls, namely; <ul style="list-style-type: none"> - Maponya mall, - Alexandra mall, - Clearwater mall, - Diepsloot shopping centre, 	1		
TOTAL excluding VAT				
VAT				
TOTAL including VAT				

Disclaimer:

The successful bidder shall be expected to have sufficient cash flow to project manage the work from beginning to end, since the JTC shall not offer upfront payment for any work to be done. Payment will be made upon submission of invoice/s for completed project/s.

TABLE 2: PRICE AND EMPOWERMENT PONITS

PRICE: 80 POINTS	PREFERENTIAL GOALS	Number of Points
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	Business owned by 51% or more – Black People	3
	Business owned by 51% or more – Women	3
	Business owned by 51% or more – Black Youth	2
	Business owned by 51% or more – black people with disabilities	2
	Enterprises located within the jurisdiction	5

	of the City of Johannesburg Metropolitan Municipality	
	SMMEs (An EME or QSE)	5
	Maximum Points	20

PRICING REQUIREMENTS

QUOTATION DESCRIPTION: REQUEST FOR QUOTATION FROM SERVICE PROVIDER TO RENDER ADVERTISING SERVICES, MEDIA BUYING, OUTDOOR ADVERTISING, DIGITAL CAMPAIGNS AND CREATIVE ARTWORK DEVELOPMENT FOR A PERIOD OF THREE (3) MONTHS FROM THE DATE OF APPOINTMENT FOR THE WELCOME 2 JOZI DESTINATION MARKETING CAMPAIGN.	
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

RETURNABLE DOCUMENTS

- Quotation on company letter head.
- Fully completed and signed MBD forms – 3.1, 3.3, 4, 6.1, 8 and 9
- Current/recent full CSD report of the bidder (not older than 3 months)
- Declaration on State of Municipal Accounts
- Valid certified BBBEE certificate or affidavit.
- 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
- Municipal Account not in arrears for more than 90 days for the company with the address appearing on CSD report or lease agreement if leasing a property or affidavit if the company are neither leasing nor own a property.
- Fully completed pricing schedule - all parts must be quoted.
- Valid Tax Clearance certificate

DISQUALIFICATION CRITERIA

- Failure to complete and signed form of bid
- Failure to complete the **Johannesburg Tourism Company** pricing schedule in full.
- Failure to attach a letter confirming errors or alteration in the price schedule.

CONDITIONS OF AWARD

- Compliant tax status in terms of the CSD.
- 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
- Directors and Principal members not in the Service of the State
- Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers.

MBD 3.1: PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder	BID NO:
Closing Date:	Closing Time: 10:00

OFFER TO BE VALID FOR (30) DAYS FROM THE CLOSING DATE OF BID.

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	Newspaper and travel magazine			
	Create, produce, book and place one (1) half page, full color advert in Joburg based community Caxtons newspaper targeting all 7 regions of Johannesburg for three (3) months period, one per month from date of appointment on both online and print platforms in line with Welcome2Joburg campaign;	1		
	Create, produce, book and place one (1) full double page spread, full color editorial on Saturday star travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign- leisure.	1		
	Create, produce, book and place one (1) full double page spread, full color editorial on Sunday Times travel and lifestyle column, for three (3) months from date of appointment, one per month for both online and print platforms, in line with Welcome 2 Joburg campaign – business.	1		
	Create, produce, book and place one (1) full page, full color advert in the Tourism Update magazine for both online and print platforms, for three months from date of appointment, one per month in line with Welcome 2 Joburg campaign	1		
2.	Radio			
	Create, produce and book space for 30sec live reads for one (1) month in line with Welcome2Joburg campaign on below mentioned radio stations once from date of appointment. Live reads frequency as per table below on Monday, Wednesday and Friday on the following radio stations:			
	Kaya FM	Afternoon drive time show	3 times a week	
		Morning breakfast show		
		Business show		
	Radio 2000	Morning breakfast show	3 time a week	

	94.7	Morning breakfast show	3 times a week		
		Business show			
	Ukhozi FM	Afternoon drive time show	3 times a week		
3	Text messages				
	One (1) x CoJ Text Messages per month to be produced and sent to 30 000 CoJ staff for 3 months from the duration of the contract		1 per month		
4.	Online (website, FaceBook, YouTube, Instagram, Google)				
	Plan, produce and execute online/digital campaign strategy to run for the duration of three (3) months on the abovementioned platforms in line with Welcome2Jozi. One (1) post daily on Facebook, Instagram, YouTube, Google, Twitter on monthly basis for the duration of contract on the Joburg Tourism Company social media pages – 30 hours dedicated per month on posting		1 post as and when required for maximum 30 hours per month on posting		
	Produce and place digital advert in video graphic format for placement on YouTube, Facebook, Instagram, Twitter, Google in line with Welcome2Joburg campaign as per specification.		1 placement per platform per month		
5	Outdoor billboards				
	Create, produce, book and place three (3) static adverts on outdoor (street) billboards size 14feet high and 48 feet wide (high traffic/strategic areas in Johannesburg, Cape Town and Durban for a month in line with Welcome2Joburg campaign		3		
6	Shopping centre digital/ LED billboard				
	Create, produce, book and place one (1) x electronic poster for advertising for one (1) month to communicate business or leisure messages in line with Welcome to Joburg campaign on strategic two (2) digital/LED screens at shopping malls, namely; <ul style="list-style-type: none"> - Maponya mall, - Alexandra mall, - Clearwater mall, - Diepsloot shopping centre, 		1		
TOTAL excluding VAT					
VAT					
TOTAL including VAT					

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm

- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
*Delete if not applicable

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

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 official 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.

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER:BID NO.....

CLOSING TIME: **10:00**

CLOSING DATE:

OFFER TO BE VALID FOR (30) 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.....
.....	R.....

----- R-----
 ----- R-----
 ----- R-----

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

----- R----- days
 ----- R----- days
 ----- R----- days
 ----- R----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED QUANTITY	RATE 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, eg. 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 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

- 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

Pmin = 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

Pmax = 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 ALLOCATED (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	3	
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	3	
Business/ enterprise owned by 51% or more Black Youth	CSD, Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	2	
Business/ enterprise owned by 51% or more- Black People with	CSD, ID Copy of owner/s of the business and	2	

Disabilities	shareholders certified		
GOAL 2: SPECIFIC GOAL			
Enterprise located within the jurisdiction of the City of Johannesburg Metropolitan Municipality	CSD and proof of municipal accounts/letter from Ward Council confirming business address	5	
SMMEs (EME or QSE)	CSD Report and BBBEE certificate /Affidavit Sworn under oath	5	

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	<p>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?</p> <p>(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).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	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)? (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).	Yes <input type="checkbox"/>	No <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?	Yes <input type="checkbox"/>	No <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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
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 *pe 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 official 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:

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.

B Bid Information

- 1. 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.

C 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