

PART A REQUEST FOR QUOTATION (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	NB147/2026	CLOSING DATE:	09 NOV 2026	CLOSING TIME:	12H00
DESCRIPTION	REQUEST FOR QUOTATION: TRAVEL AND TOURISM ENVIRONMENTAL SCAN FOR THE REVIEW OF THE NATIONAL TOURISM SECTOR STRATEGY (NTSS)				
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 EMAL 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	Boitumelo Mathabathe / Laetitia Jacobs	
TELEPHONE NUMBER			TELEPHONE NUMBER	012 444 6300 / 082 2622 086 / 073 7555 669	
E-MAIL ADDRESS	quotationsscm@tourism.gov.za		E-MAIL ADDRESS	bmathabathe@tourism.gov.za / ljacobs@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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ 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 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 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
- 1.13. BIDDERS SHOULD ATTEND A VIRTUAL COMPULSORY BRIEFING SESSION AND COMPLETE THE ATTENDANCE REGISTER IN THE MEETING TO BE SCHEDULED.

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. 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; ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF THE WOMAN OR WOMEN; AND iii. A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.		
ANNEXURE C	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) SUBMITTED. 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; ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF BLACK PERSON(S) ; AND iii. A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.		
ANNEXURE D	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.		
ANNEXURE E	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?		

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

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

- a) 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
- b) WHO IS A WOMAN, AND / OR
- c) 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.

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

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 TENDERES 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

N	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY
	8. REQUEST FOR QUOTATION: TRAVEL AND TOURISM ENVIRONMENTAL SCAN FOR THE REVIEW OF THE NATIONAL TOURISM SECTOR STRATEGY (NTSS) 8.1. CONTEXT AND BACKGROUND The National Tourism Sector Strategy (further referred to as the NTSS) served as a blueprint for tourism development and promotion in South Africa (SA) for the period 2016 until 2026. The Strategy was anchored on five strategic pillars which aimed at contributing towards an enabling environment for the sustainable development and growth of the tourism sector. The five strategy pillars within this Strategy were the following: - Pillar One: Effective Marketing - Pillar Two: Facilitate Ease of Access - Pillar Three: The Visitor Experience - Pillar Four: Destination Management - Pillar Five: Broad-Based Benefits. The NTSS was initially launched in March 2011, following an extensive consultative process and approval by Cabinet. A mid-term review was undertaken during the 2015/16 Financial Year (FY) which led to the approval of the NTSS 2016-2026 by Cabinet in April 2017 for continued implementation. Therefore, as the NTSS 2016-2026 implementation period has now reached its conclusion, an end of term review is scheduled to be undertaken in the 2026/27 FY. Preparatory work for the review will therefore commence in collaboration with the Tourism Business Council of South Africa (TBCSA) in line with the 2024 Tourism White Paper principle which recognises that tourism is private sector driven and government provides an enabling environment for sector growth. 8.2. RATIONALE FOR THE ENVIRONMENTAL SCAN The rationale for the review is driven by the need for legislative compliance, ensuring that the NTSS remains updated in line with the requirements of the Tourism Act No.3 of 2014, Chapter 2, Section 4. The review will ensure that the revised Strategy is aligned with the Medium-Term Development Plan (MTDP) 2024–2029 and the Tourism Growth Partnership Plan (TGPP) 2025–2030, while considering the evolving socio-economic landscape, global tourism trends and national priorities of the 7th Administration. Prior to reviewing the Strategy and determining future priorities and interventions, it is vital to primarily establish a comprehensive understanding of the prevailing global and national tourism statistics, trends and patterns. This proposed environmental scan therefore aims to anchor the forthcoming Strategy and ensure an evidence-based review process. 8.3. SCOPE AND EXTENT OF WORK The appointed research service provider should undertake the following: • Detailing the proposed approach and methodology, key activities, implementation plan, timeframes and stakeholder engagement approach that will be followed in conducting the environmental scan, including risk management during execution; • The methodology should clearly outline the proposed environmental scan design, analytical framework, data collection methods, stakeholder consultation approach and project management processes to be followed in executing the assignment;	1

N	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY
	• Evaluate the close-out report on the implementation status, successes, challenges, and impact of the NTSS 2016–2026 against its intended objectives and performance outcomes; • Conduct a comprehensive macro-environment analysis and its impact on the tourism sector over the next five to ten years; • Reflect on tourism performance over the past 10 years with a view to informing future performance targets; • Focus on current and emerging trends shaping international and domestic tourism markets; • Undertake market analysis to identify opportunities and challenges that may impact the future growth, competitiveness and sustainability of the South African travel and tourism sector; • Benchmarking on relevant global and regional and national strategies guiding tourism growth for best practices; • Identify and prioritise strategic themes, growth drivers, risks, opportunities, and strategy considerations aligned with Government priorities and the department's policies and plans such as the Tourism White Paper of 2024 and the Tourism Growth Partnership Plan (TGPP) 2025–2030; • Provide key insights from the situational analysis and identify fundamental areas the Strategy must address, including the following, but not limited to: ○ Competitiveness and investment climate assessment ○ Tourism safety and visitors' confidence ○ Municipal and destination readiness ○ Domestic tourism and affordability ○ Digital transformation and data systems ○ Skills, labour and service excellence ○ Climate resilience and sustainability ○ Institutional and governance review • Assess the enablers of tourism growth from both the demand and supply perspectives, including ease of access facilitation. 8.4. DELIVERABLES AND PERFORMANCE MEASURES The performance measures for the delivery of the Environmental Scan report will be closely monitored by the Department of Tourism. The Scan should provide evidence-based outputs, which should include, but not be limited to, the following key deliverables: 1) Development of an inception report • Detailing the proposed roadmap and approach, methodology, key activities, implementation plan, timeframes and stakeholder engagement approach that will be followed in the execution of the assignment, including risk management of the project; • The inception report is to be presented to the Programme Manager (Directorate: Strategy Development) and the appointed Strategy Review Task Team for approval. 2) Production of a comprehensive environmental scan report • Providing a draft environmental scan based on actions outlined above under the scope and extent of the work. • This includes an assessment of the extent to which the current NTSS actions have been implemented (highlighting the successes, challenges, overall performance and impact of the sector against the objectives of the Strategy; • Providing the detailed draft environmental scan report which will enable the Strategy Review Task Team to have an informed discussion on the possible strategy option that can be pursued; • Providing a comprehensive environmental scan taking into consideration the inputs of the Strategy Review Task Team;	

N	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY
	• Providing proposals on priorities to be considered in the development of the new strategy, ensuring alignment with the developmental goals/objectives and aspirations of the country in terms of the Tourism Act No.3 of 2014, NTSS, NDP, Tourism White Paper, MTDP, TGPP, and priorities of the 7th Administration. 3) Development of a Draft Framework / Layout for the revised NTSS • A draft framework/layout for the revised NTSS guided by the findings and recommendations of the environmental scan; • The framework/layout should include the proposed strategic pillars, objectives of each pillar and actions, proposed institutional and governance arrangements as well as monitoring and evaluation. The success of the project will be assessed against the following key performance measures: • Timely submission of all agreed deliverables; • Quality reporting, ensuring accuracy, completeness, and clarity of all reports; • Use of credible sources of information and statistics; • Alignment of deliverables with the approved scope of work and methodology; • Effective stakeholder engagement and consultation processes; • Responsiveness to feedback, with all comments from the Department, Strategy Review Task Team, and relevant stakeholders appropriately incorporated; • Clear presentation of findings to Programme Manager, including relevant governance and coordinating structures; • Compliance with Departmental standards, including reporting formats, branding requirements, and other prescribed guidelines. 8.5. DURATION OF THE ASSIGNMENT All work in relation to the Environment Scan is to be carried out in accordance with the time schedule as agreed with the Directorate: Strategy Development. The overall envisaged duration of the assignment is Five (5) months, including stakeholder consultations, and this will commence from the date of signing the Service Level Agreement (SLA). 8.6. REQUIRED EXPERTISE AND EXPERIENCE The appointed research service provider and proposed project team must collectively possess expertise and experience in the following areas: • Tourism, research, policy analysis and Strategy development; • Knowledge and experience in conducting environmental scans or policy related research; • Understanding of the South African tourism sector, including its challenges and opportunities; • Stakeholder consultation; • Analytical and report-writing skills; • Strategic planning and policy development; • Data and market analysis; • Project management. 8.7. REPORTING AND MONITORING OF PROGRESS For the duration of the assignment, the research service provider shall: • Submit monthly progress reports to the Programme Manager who shall be responsible for the ongoing management of the project; • Participate in project meetings and any relevant stakeholder engagements as and when required;	

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	• Prepare and deliver presentations (in person or virtual) on the progress and outcomes of the environmental scan to tourism coordinating structures as deemed by the Programme Manager; • Incorporate feedback from the Department and stakeholders into reports and presentations; • All reports and presentations must be submitted in editable electronic format and comply with the Departments branding and reporting requirements. 8.8. CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT The research service provider must ensure the presence and involvement of the senior personnel responsible for overseeing the project throughout the duration of the contract. The individuals should remain engaged throughout the contract period, providing leadership, quality assurance and accountability for the deliverables. 8.9. USE OF ARTIFICIAL INTELLIGENCE (AI) The Department of Tourism acknowledges the use of Artificial Intelligence (AI) to support certain aspects of the assignment, including data collection and analysis, development of content and editing of the Environmental scan report. While such tools serve as valuable aids, they may however, only be used as a supplementary resource and must not replace professional expertise, independent analysis, critical thinking, stakeholder engagement or the application of sound tourism research and review practices and methodologies. The appointed service provider shall remain fully accountable for ensuring the accuracy, integrity, originality and overall quality of all deliverables submitted to the Department. The Department reserves the right to request disclosure regarding the extent to which AI tools were used. Any material found to be inaccurate, misleading, plagiarised, insufficiently validated or overly reliant on AI-generated content may be rejected and returned to the service provider for revision at no additional cost to the Department. 8.10. INTELLECTUAL PROPERTY All intellectual property generated from the execution of the work as required by this project remains the property of the Department of Tourism. The appointed research service provider may not publish, distribute, or utilise any outputs generated through this assignment without prior written approval from the Department of Tourism. 8.11. CONTRACTING PROCESS The Department and appointed research service provider will sign a Service Level Agreement (SLA) to be able to commence and execute the Environmental Scan. 8.12. TERMINATION OF THE SLA The Department reserves the right to terminate the SLA should the service provider fail to carry out the services and/or any function or other duty in accordance with the terms of reference. 8.13. BUDGET Payment to the service provider will be based on the submission of deliverable(s) as outlined in the project plan which will be compiled in consultation with the appointed service provider. The Department shall make payments electronically within thirty (30) days of receipt of the invoice and submission of relevant documents and deliverable(s).	

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	8.14. INCEPTION MEETING An inception meeting will be held with the service provider after appointment to discuss the Terms of Reference (ToR) of the Environmental Scan, feedback on the evaluation of proposal, environmental scan project coordination and administration, funds and payment terms. The service provider will be required to submit an addendum or action plan to support implementation of the quotation based on the discussion and decisions which emanate from the meeting. 8.15. OBLIGATIONS OF DEPARTMENT OF TOURISM ✓ Coordinate and manage activities of the Environmental Scan within the Department; ✓ Coordinate inception meeting and other progress reporting meetings; ✓ Quality assures the proposal output on an ongoing basis; ✓ Supply all reasonable, relevant available data and information required and requested by the appointed service provider, if available; ✓ Co-ordinate and facilitate all necessary meetings with key officials of the Department; ✓ Serve as secretariat at meetings between the Department and the appointed service provider; ✓ Assign the Deputy Director who will serve as the contact person on all matters relating to the project and act as a liaison between the Parties on operational matters that may arise during the course of the Project; ✓ The Director will oversee the overall execution of the Environmental Scan; ✓ At all times provide the appointed service provider with reasonable information relating to the Project; ✓ Provide administrative and technical support, where possible, the appointed service provider in meeting its obligations in terms of this Agreement and the execution of each Project; ✓ Provide the appointed service providers with all reasonable assistance in order to manage the implementation of the Projects; ✓ Provide the appointed service provider with copies of documentation specifying the relevant management systems and reporting procedures mentioned below in Section 8.16; ✓ Pay the amounts reflected on the invoice as per the agreed payment conditions for the services satisfactory rendered in accordance with the agreement. The invoice shall specify the deliverable/ milestone or portion thereof with deliverables achieved and the Department shall not be billed for the provision of such detailed invoices and reports that will be required to manage the Agreement as these are included in the original costing. 8.16. OBLIGATIONS OF APPOINTED SERVICE PROVIDER ✓ Adhere to ethical principles to protect the dignity, rights and welfare of all participating stakeholders; ✓ Apply the highest standards of excellence regarding the planning, implementation and reporting of the environmental scan; ✓ Conduct the environmental scan and report in a careful, accurate and diligent manner to the satisfaction of the Department; ✓ Utilise provided standardised templates by the Department to compile presentations on the proposal, progress, interim and final reports; ✓ Adhere to submission dates and/or inform the Department, timeously, of any challenges that may impact the submission of deliverables and/or completion of the Environmental Scan report as agreed in the project plan; ✓ Attend inception and progress meetings; ✓ Submit progress, interim, draft and final reports in electronic formats (Microsoft Word and PowerPoint files) upon completion of the environmental scan;	

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	✓ Present progress, interim and final reports on Microsoft PowerPoint at all meetings and other platforms identified by the Department; ✓ Determine human resource needs for the scan and ensure that enough human resources are made available during the appointed period; ✓ Allocate sufficient time to conduct and complete the environmental scan within the specified and agreed timeframes; ✓ Act as an independent contractor in respect of the work which is fully set out in clause 5 of the signed MoA; ✓ Exercise all reasonable skill, care, professionalism and diligence in the execution of the Project and shall carry out all its obligations in accordance with professional standards, laws and customs of Countries in which any services or business in relation to the Project is conducted insofar as such professional standards, laws and customs do not conflict with those of South Africa; ✓ Act as a faithful adviser to the Department on matters relating to the agreed work undertaken in this RFQ and, in so far as any of its duties are discretionary, use all reasonable endeavors to act fairly between the Department and third parties; ✓ Be responsible for all salaries and wages, required income tax, other taxation payments or employee benefits for its employees, as required by law with no recourse whatever to the Department; ✓ Be responsible for all travel-related expenses during execution of the project, including parking and travel between the appointed service provider's premises and the Department, as well all costs associated with stakeholder consultation and engagements; ✓ Be deemed to have satisfied itself regarding the correctness and sufficiency of rates and prices provided in this RFQ; ✓ Comply with relevant management systems and reporting procedures required by the Department; ✓ The appointed service provider agrees that, in the event that the Department incur additional expenses due to the service provider's default, the Department shall have the right to recover such additional expenditure by set-off against moneys which may be due to the appointed service provider in terms of the SLA or against any guarantee or deposit, which might have been furnished by the service provider for the due fulfillment of this or any Agreement; ✓ Plan and provide all possible risks that may affect the delivery of the project on time and specify as to what mechanisms are in place to manage such risks; ✓ Notwithstanding any term of this RFQ, SLA and without any additional charge to the Department, take such corrective action as may reasonably be necessary to address and prevent repetition of any mistakes reported in writing by the Department to the appointed service provider; ✓ Comply fully with the Protection of Personal Information Act 4 of 2013 and any regulations, notices or rules passed or issued in terms thereof when implementing the project; ✓ If a third party makes a claim against the Department to anything connected with the services provided by the appointed service provider, the service provider will: - After notification by Department, deal with such a claim in such a manner as to avoid all prejudice against the Department and keep Department fully informed; - Or the Department may deal with such a claim at its own discretion, in which event the appointed service provider will render to the Department all necessary assistance. 9. PRE-QUALIFICATION CRITERIA ✓ According to Treasury Regulation 16A.9.2 the Department may disregard the bid of any bidder if that bidder, or its Directors – a. Have abused the service provider's supply chain management system; b. Have committed fraud or any other improper conduct in relation to such system; and c. Have failed to perform on any previous contract.	

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	✓ Only Bidders or any of its Directors/ Shareholders not listed on the register of Tender Defaulters and not prohibited from doing business with the public sector, may apply; ✓ Attend a virtual compulsory briefing session and complete attendance register in the meeting to be scheduled. ✓ No bid submission received after the closing date and time will be accepted. NB: Bidders who fail to comply with the requirements (pre – qualification bid conditions stated in paragraph 9 above) will be disqualified from further evaluation. 10. BID EVALUATION PROCESS ✓ Bid proposals will first be evaluated for responsiveness and adherence to the pre-qualification criteria as stipulated in pre-qualification criteria. Bid proposals that do not comply with pre-qualification criteria as stipulated and/or where required documents have not been submitted will result in the bid proposal being disqualified. ✓ A minimum score of 60 points out of 100 points must be obtained on functionality by the bidder. A bidder will be eliminated if it fails to meet a minimum of 60 out of 100 points across all criteria, as the threshold for functionality requirements of the bid. ✓ The successful institution will sign a Service Level Agreements (SLAs), which will stipulate the scope, time frames and budget for the environmental scan to be undertaken. The Bid Evaluation Committee may recommend for a price negotiation, should it be deemed necessary.	
	TOTAL PRICE EXCLUDING VAT	
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)	
	GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)	

11. ASSESSMENT CRITERIA

- The minimum threshold on technical evaluation is 60 points (bidders unable to meet this threshold will be disqualified)
- Bidders must meet the minimum score on each criteria.

Criteria	Criteria description	Evaluation scale	Weight	Minimum score	Maximum score
1]. Comprehensiveness of the Environmental Scan proposal (i.e. how the scope of the RFQ is understood and outlined)	• An understanding of the rationale for the environmental scan and how specific South African and global tourism trends and industry areas will be approached beyond what is highlighted in this RFQ document. • Relevance and potential of this environmental scan as an important contribution to the broader tourism sector within the revised NTSS. • Provide understanding and knowledge of real-time industry indicators, challenges, questions and expected outcomes. • Knowledge of Tourism, research, policy analysis and Strategy development and environmental scans; • Provide a proposed layout of the Environmental Scan report.	1=Elements of the environmental scan outlined minimally	25%		
		2=Elements of the environmental scan outlined in a basic way			
		3=Elements of the environmental scan outlined adequately			
		4=Elements of the environmental scan outlined excellently			
		5=Elements of the environmental scan outlined outstandingly			
2]. Experience, skills and expertise of the team related to the environmental scan (i.e. indication of related understanding, involvement, ability, knowledge)	• Strengths, capacity and expertise of the team to successfully undertake the environmental scan. • Evidence of familiarity with tourism trends and pattern knowledge. • Quality of the proposal, i.e., clarity, organisation, etc. • Interdisciplinary approach and/or multidisciplinary team. • Analytical and report-writing skills;	1 = Experience, skills and expertise of the principal investigator and project members outlined minimally	25%		
		2 = Experience, skills and expertise of the principal investigator and project members outlined in a basic way			
		3 = Experience, skills and expertise of the principal investigator and project members outlined in a basic way			

Criteria	Criteria description	Evaluation scale	Weight	Minimum score	Maximum score
	• Experience of data and market analysis; • Submission of referral letters concerning previous work done.	members outlined adequately 4 = Experience, skills and expertise of the principal investigator and project members outlined excellently 5 = Experience, skills and expertise of the principal investigator and project members outlined outstandingly			
3]. Project planning and management (i.e. how the environmental scan will be planned and managed to achieve its objective)	• Project plan to achieve the outcomes of the environmental scan. • Balance between carrying out the objectives and adhering to the time frame and allocated budget. • Sound proof of project management.	1 = Project planning and management outlined minimally	20%		
		2 = Project planning and management outlined in a basic way			
		3 = Project planning and management outlined adequately			
		4 = Project planning and management outlined excellently			
		5 = Project planning and management outlined outstandingly			
4]. Ability to access and analyze critical and relevant data and information to conduct the Environmental Scan (i.e. innovation, tools, subscriptions to conduct the environmental scan)	• Demonstrate evidence to access and review relevant and current literature • Validity and reliability of the proposed approach and cutting-edge methodologies to conduct the environmental scan. • Usage of innovative data analysis methods and techniques to report findings and recommendations. • Ability to have access and collect relevant global and national tourism data and intelligence required to	1= Evidence and process outlined minimally	15%		
		2= Evidence and process outlined in a basic way			
		3= Evidence and process outlined adequately			
		4= Evidence and process outlined excellently			

Criteria	Criteria description	Evaluation scale	Weight	Minimum score	Maximum score
	conduct the environmental scan.	5= Evidence and process outlined outstandingly			
5]. Stakeholder engagement and consultation methodology	• Identification and understanding of key public and private sector stakeholders to be consulted across the sector • Approach for inclusive stakeholder participation ensuring geographical spread across key tourism industry subsectors and provinces • Provide methodology for capturing, analysing and incorporating stakeholder inputs into the environmental scan report.	1= Evidence and process outlined minimally	15%		
		2= Evidence and process outlined in a basic way			
		3= Evidence and process outlined adequately			
		4= Evidence and process outlined excellently			
		5= Evidence and process outlined outstandingly			
Total			100%		



Handwritten signature

NAME AND SURNAME:

DESIGNATION:

DATE:

N. Silulwane
SDA Acting TRP & IK
14/10/2026

SIGNATURE OF BIDDER:.....

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

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

DATE:.....