



SOUTH AFRICAN TOURISM

Delivered by e-mail

RFQ_SCM 13/05/2022

Date: 13 May 2022

Dear Prospective Bidder

Subject Matter: quotation for B-BBEE PROCUREMENT spend calculation for 2021/22 financial (300 Suppliers that need to be verified)

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents, and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty, and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive, and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

As a schedule 3A public entity, SA Tourism complies with the Framework for Strategic Plans and Annual Performance Plans (2010) which was recently revised by the Department of Planning, Monitoring, and Evaluation. This framework provides the principles for short and media- term planning as well as the alignment to medium and long-term government priorities.

SA Tourism invites prospective bidders to quotation for B-BBEE PROCUREMENT spend calculation for 2021/22 financial (300 Suppliers that need to be verified)

1. The scope of services

- quotation for B-BBEE PROCUREMENT spend calculation for 2021/22 financial (300 Suppliers that need to be verified)

2. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for technical and financial proposals.

Mandatory/eligibility criteria

Bidders are required to submit their proposals should be concise, written in plain English, and simply presented in the same order as indicated below - Failure for the bidder to meet the below requirements will result in disqualifications.

- a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax compliant status;
- b) Bidders must have specific experience and submit at least 2 recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website, and email address) where similar work was undertaken.

3. Evaluation Method

The appointment will be based on the lowest quotations that meet all the requirements as highlighted above.

4. Financial (Prices must be inclusive of any applicable taxes, VAT, and disbursements)

- SA Tourism will not consider any hidden costs that are not stipulated on the financial proposal
- Propose costing must be in a tabular format.

5. Adjudication and Final Award of Bid

- The successful bidder will be the service provider scoring the lowest price subject to meeting the full scope of work and conditions of the RFQ.
- National Treasury Centralized Supplier Registration
- All bid submissions must include a copy of successful registration on the National Treasury's Centralized Supplier Database (CSD) verification certificate (if you have been assessed).
- Proposals that do not include these documents will not be considered.

6. Deadline for submission

All proposals must be e-mailed, in PDF format, to quotes@southafrica.net by 18 May 2022 at 13h00pm and should remain valid for at least 45 days after the closing date.

7. Confidentiality

- The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any

information regarding SA Tourism or its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without the written approval of SA Tourism.

8. Terms of engagement

- Before commencing with the assignment, the successful bidder will be required to meet with the project leader to align the final statement of work (SOW) and criteria for approval.

9. Payments

- No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly by the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).
- The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.
- Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

10. Non-compliance with delivery terms

- The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's Sourcing Specialist must be given immediate written notice to this effect.

11. Retention

- Upon completion of the assignment and/or termination of the agreement, the successful bidder shall on-demand hand over to the project leader all documentation, information, etc. relevant to the assignment without the right of retention.

12. Cost

- The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.
- Cancellation of the request for a technical and cost proposal
- SA Tourism may, before the award of the bid, have the right to cancel the bid if:
 - (a) Due to changed circumstances, there is no longer a need for the service; or
 - (b) Funds are no longer available to cover the part and/or total envisaged expenditure, or (c) No acceptable bids are received.
- SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term, or to postpone this work by email notice to all parties who have received this request.

13. Clarification

- Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from the Sourcing Specialist.
- Thanking you and looking forward to your proposal in this regard.

Yours in Tourism

Raymond Mabuela

Sourcing Specilaist

Telephone: (+27)11-895-3129

Email: quotes@southafrica.net