

17 APRIL 2023

**REQUEST FOR QUOTATIONS FOR
TOUR GUIDE PARTNER PROGRAM**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to assist with tour guide partner program.

2. Considerations/background

- 2.1. The RSR will host an International Rail Safety Council (IRSC) from 01-06 October 2023 at the Century City Conference Centre in Cape Town, South Africa. The IRSC is an international forum that brings together railway safety professionals from all over the world to exchange information, experiences, and lessons for improving railway safety. We are expecting close to 200 delegates from abroad who will be travelling with their partners or families even. It is, therefore, common practice that when the conference proceeds on the one end, we also have a Partner Program on the other, which is mostly tourism activities for a period of four days for the partners and kids.

3. Scope of work / Specification

Specifications are as follows:-

Date: 02 - 05 October 2023

Quantity: Groups of 10, 20, 30 People

1. The RSR is looking for a tour company based in Cape Town to provide a guided tour package including a tour guide service (preferably English speaking) for a group of people

who will be staying at Century City Hotel, The Marriott Crystal Towers and Lagoon Beach Hotel in Cape Town.

2. Please provide **the rate for a group of 10, 20 and 30** that will take part in the activities listed below taking into account that the group should be provided with bottled still water, different prepacked snacks daily and seated lunch at a restaurant each day

1.1 Day 1 - Visit to Robben Island and V&A aquariums

- ❖ Provision of transport from Century City Hotel, The Marriott Crystal Towers and Lagoon Beach Hotel
 - Departure time – 08h30
- ❖ Provision for 500ml bottled still spring water
- ❖ Provision for a pre-packed snack
- ❖ Provision for lunch
- ❖ The quotation to include all related fees such as entrance fees to all activities

1.2 Day 2 - Site Seeing City Bus & Table Mountain Cable Car

- ❖ Provision of transport from Century City Hotel, The Marriott Crystal Towers and Lagoon Beach Hotel
 - Departure time – 08h30
- ❖ Provision for 500ml bottled still spring water
- ❖ Provision for a pre-packed snack
- ❖ Provision for lunch
- ❖ The quotation to include all related fees such as entrance fees to all activities

1.3 Day 3 - Franschhoek Wine Tram

- ❖ Provision of transport for 30 people from Century City Hotel, The Marriott Crystal Towers and Lagoon Beach Hotel
 - Departure time – 08h30
- ❖ Provision for 500ml bottled still spring water
- ❖ Provision for a pre-packed snack

- ❖ Provision for lunch
- ❖ The quotation to include all related fees such as entrance fees to all activities

1.4 Day 4 - A Safari Day / Wildlife Visit / Game Drive and a Visit to Cape Point activity

- ❖ Provision of transport for 30 people from Century City Hotel, The Marriott Crystal Towers and Lagoon Beach Hotel
 - Departure time – 08h30
- ❖ Provision for 500ml bottled still spring water
- ❖ Provision for a pre-packed snack
- ❖ Provision for lunch
- ❖ The quotation to include all related fees such as entrance fees to all activities

4. Mandatory Requirements

1. To provide evidence of accreditation by Tourism Grading Council of South Africa (TGCSA) OR Southern Africa Tourism Services Association (SATSA) OR Cape Town Tourism

Kindly submit one of the above accreditations which failure to do so, will result in disqualification.

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)

- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM

1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small	3	• Copy of the identity document of the owner(s)

	Enterprise (QSE) which is at least 51% owned by youth		• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable)

			• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. SCM: Lesego Dire

lesegod@rsr.org.za/087 284 6655

7.2. Project Manager: Lynnet Mokwena

[lynnetm@rsr.org.za /087](mailto:lynnetm@rsr.org.za/087) 284 6666

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on 24 April 2023 at 15h00**. Responses may be emailed to lesegod@rsr.org.za