



Visit • Work • Play

Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Reg. No. 2003/009873/08

Sandton Library Offices
Nelson Mandela Square
West Street, Sandton
Johannesburg
South Africa

P.O Box 7776
Johannesburg
South Africa
2000

Tel +27 11 779 0200
www.joburgtourism.com

REQUEST FOR QUOTATION

RFQ NUMBER	JTC0026/2024-25 (Readvertisement)
DESCRIPTION: REQUEST FOR QUOTATIONS FROM QUALIFIED, REGISTERED AND QUALIFIED SERVICE PROVIDERS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR FIVE (5) DIFFERENT TOURS (PROJECT A TO E) FOR THE MONTH OF MAY JUNE 2024.	

Date of advertisement:	06 May 2025
Closing date:	13 May 2025
Closing time:	10H00
Compulsory requirements	None
Compulsory briefing meeting date (if applicable)	N/A
Quotations <u>MUST</u> be physically deposited in the TENDER box at: 4 th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton	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	Dumisanis@joburgtourism.com Tel: (011) 021 7422

RFQ CHECKLIST (TO BE COMPLETED LAST)

RFQ Important Items Checklist (this checklist is meant to assist bidders in ensuring that all important information and documents are supplied)

Item	Tick	Remarks
Pricing Schedule		
Quoted per line item		
Each line item shows unit price		
Total shown per line item per quantity		
Additional quotation on company letter head attached		
All items quoted		
Total prices correspond with each item quoted		
All accommodation prices quoted as per <i>maximum allowable rates for accommodation as per “National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals” (refer to attached “Annexure A” page 42-46)</i>		
Compliance Documents		
Attached copy of Road Transport Permit/Tour Operating License (condition of award document).		
Attached copy of valid passenger liability insurance (condition of award document).		
Attached copy of valid accreditations for Tourist Guide (condition of award document).		
Attached copy of Drivers’ valid Public Driving Permit (PDPs) for driver/s (condition of award document).		
Returnable Documents		
Completed and signed form of pricing schedule (Compulsory document/s)		
Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)		
Declaration on State of Municipal Accounts		
Current/recent CSD report of the bidder (not older than 3 months) (Compulsory document/s)		
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		
Valid copies of all mandatory documents (Compulsory document/s)		

RETURNABLE DOCUMENTS

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. 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
6. Valid copies of all mandatory documents

DISQUALIFICATION CRITERIA

1. Failure to **quote for all items** in the pricing schedule.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. 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
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
5. Proof of public /passenger liability insurance
6. Provide valid Public Operating License/Road Transport Permit for vehicle/s that will be used.
7. Provide Drivers' valid Public Driving Permit (PDPs) for drivers.
8. Provide valid accreditations for Tourist Guide for any guiding/guided tours.

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 PRICES/ RATES:

QUOTATION DESCRIPTION:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS:

- Project A: US Based Tour Operators delegates tour (Welcome Networking Dinner) hosting 13 May 2025
- Project B: World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025
- Project C: Three (3) Day Travel Agents FAM Trip 23 & 29-30 May 2025
- Project D: Three (3) Days Media & Content Creators FAM Trip 23-25 May 2025
- Project E: Africa Travel Indaba 2025 Netherlands Hosted Buyers Post Tour 21 May 2025

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 City 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 in order to protect the Municipality 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

Johannesburg Tourism Company (JTC) seeks quotations from qualified, registered tour operating companies to submit quotations for facilitating the following projects:

Project A

- US Based Tour Operators delegates tour (Welcome Networking Dinner) hosting 13 May 2025

Project B:

- World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025

Project C:

- Three (3) Day Travel Agents FAM Trip 23 & 29-30 May 2025

Project D:

- Three (3) Days Media & Content Creators FAM Trip 23-25 May 2025

Project E

- Africa Travel Indaba 2025 Netherlands Hosted Buyers Post Tour 21 May 2025

SCOPE OF WORK/TERMS OF REFERENCE

Request qualified and experienced Tour Operating Company to respond on the following:

PROJECT A:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR USA BASED TOUR OPERATOR DELEGATES HOSTING 13 MAY 2025.

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for a for the USA Based tour operator delegates tour on the 13 th May 2025.	
Tour operator is required to provide the following services: • Welcome Network Dinner (finger foods & beverages) at Sanctuary Mandela Hotel	60 PAX
• 15 minutes welcome dance group (Gumboot/Traditional Dance) at Networking Dinner	1

PROJECT B:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WORLD UNION OF WHOLESALE MARKETS (WUWM) CONFERENCE FAM TRIP 16 MAY 2025.

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a for-World Union of Wholesale Markets (WUWM) Conference delegates FAM Trip 16 May 2025.	
Tour operator is required to provide the following services: • City Sightseeing Red Bus Hire (full day private hire)	1
• Entrance Fees Constitution Hill	70 PAX

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR THREE (3) DAY TRAVEL AGENTS FAM TRIP 23 &29 – 30 MAY 2025.

Description	Quantity
Tour operators are required to facilitate a 3-days tour operating and guiding services for Travel Agents delegates and 1 Johannesburg Tourism Company official. Date changes will be communicated tour with a service provider that will be appointed.	
Tour Itinerary Day 1: 23 May 2025 Polish Travel Agents Group Tour	
2 hours Tuk Tuk Tour at Lebo's Soweto Backpackers	11
Networking Dinner (Main course 2x Soft Drinks) at Alto234 Bar	11
15 minutes welcome dance group (Gumboot/Traditional Dance) at Networking Dinner Alto234 Bar	1
Bottled Water Still/Sparling 500ml	20
Day 2: 29-30 May 2025 SA Travel Agents Group Tour	
- Accommodation (3/4/5 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the City of Johannesburg Metro) Check-In 29 May 2025 Check-Out 30 May 2025 Bed & Breakfast NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals (refer to attached "Annexure A" page 41))	8 PAX
Vehicle (air-conditioned and meeting high end standard) transportation for duration of Day 2 tour. Pick up/drop offs at Sandton/hotel)	8 PAX
City Sightseeing Red Bus Tickets	8
Tourvest Travel Agents entrance fees at Apartheid Museum	40
Bottled water (still 500ml per person) x 2 days	40

Tour Itinerary: DAY 2: 29 May 2025 (Date TBC) City Sightseeing Red Tour	
08h30 - Arrival at Rosebank Outside Holiday Inn Hotel – Oxford Rd for City Sightseeing Red Bus Tour	
09h00: Depart Rosebank	
09h13 -09H53: Explore The Melrose Art Gallery . (free entrance)	
10h03 – 10h43 Hop-Off at the Nelson Mandela Centre of Memory	
10h53 Munroe Viewpoint	
11h09 – 12h29: Hop off at Constitutional Hill for a one-hour tour	8 PAX
12h43 – 14h03: After Constitutional Hill, hop on the City Sight-seeing Red Bus and hop off at Mining District for Lunch at the Rand Club .	8 PAX
14h26 – 16h26: Explore the Apartheid Museum guided tour	8 PAX
16h26: Hop on the bus back to Rosebank	
Pick up at Rosebank @the zone to Dinner at Zoolake then drop off at the hotel after Dinner	
17h40 Depart Rosebank for Dinner at Sakhumzi Zoolake	8 PAX
DAY 3: Date: 30 May 2025 (TBC) Visit the Cradle of Humankind World Heritage Site Tour	
05h00 -07h00 Start the day with a 2-hour Hot Air Ballon Ride with Air-Ventures hot-air ballooning company in Muldersdrift in the Cradle of Humankind.	8 PAX
07h30 – 09h00 Breakfast at The Cradle Restaurant Boutique Hotel	8 PAX
09h30-11h30 Visit the Maropeng Visitor Centre	8 PAX
12h00-14h00 Visit the Bothongo Rhino & Lion Nature Reserve an embark thrilling guided Game Drives tour.	8 PAX
14h15- 15h00 Lunch (Main course 2x Soft Drinks) at The Thatch Café Restaurant .	8 PAX

PROJECT D:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR THREE (3) DAYS MEDIA AND CONTENT CREATORS FAM TRIP 23 – 25 MAY 2025.

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for Three (3) Days Media and Content Creators FAM Trip 23 – 25 May 2025. JTC is planning to host media personal and content creators in a tour of the inner city. Dates subject to change	
Tour operator is required to provide the following services: Vehicle/s (air-conditioned and meeting high end standard) transportation for duration of the tour. (Pick up/drop offs at inner city/Sandton)	15 PAX
Accommodation (3/4/5 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Johannesburg inner city) Check-In 23 May 2025 Check-Out 25 May 2025 Bed & Breakfast NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals (refer to attached “Annexure A” page 41)	12 PAX
Bottled water (still 500 ml per person)	40
Accredited Tourist Guide	1
Tour Itinerary Day 1: Date: 23 May 2025	
Pick at Sandton Nelson Mandela Square	
Marshalltown Walking Tours (Welcome Johannesburg) with Gerald & Charlie from Local Places	15 PAX
Visit The Bioscope Independent Cinema at 44 Stanley	15 PAX
Lunch at Saint Germain/Salvation at 44 Stanely	15 PAX

• 14h00 Check In at graded hotel accommodation	12 PAX
• 15h00 Pick Up at the Hotel	15 PAX
• 15h30 -17h30 Visit and experience The Johannesburg Ponte Experience Tour with Dlala Nje	15 PAX
• 18h00 Pick at Ponte City Apartments to Hotel	15 PAX
• 18h45 Pick up at the Hotel	15 PAX
• 19h00 Drop off at Rand Club Marshalltown	15 PAX
• 19h00 - 21h00 Dinner (Main course 2x Soft Drinks) at Rand Club Restaurant (Booking Essential)	15 PAX
• 21h15 Drop off at Hotel	15 PAX
DAY 2:	
Date: 24 May 2025	
• 07h00 - 09h00 Breakfast at Hotel	15 PAX
• 09h00 Pick up at hotel	15 PAX
• 09h15 – 10h30 Visit the South African Hip Hop Museum located at the Museum Africa in Newtown (Exclusive booking essential with Osmic Menoe and team)	15 PAX
• 10h45 - 12h45 Graffiti walking tours City Skate Tours	15 PAX
• 13h00- 13h45 Lunch (Main course 2x Soft Drinks) at Bertrand Café in Maboneng	15 PAX
• 14h00 -15h15 Visit Wits Art Museum	15 PAX
• 15h45 Drop off at hotel / end of tour	15 PAX
• Dinner at Hotel	15 PAX
Day 3	
Date: 25 May 2025	
09h30 - 11h00 Visit James Hall Museum of Transport.	15 PAX
11h20 – 12h30 Visit The Beach Club in Braamfontein	15 PAX
12h30 End of Tour: Board the shuttle bus from Braamfontein back to designated hotel to pick up bags.	

PROJECT E:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR AFRICA TRAVEL INDABA 2025 NETHERLANDS HOSTED BUYERS POST TOUR 21 MAY 2025.

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for a for Africa Travel Indaba 2025 Netherlands Hosted Buyers Post Tour in Johannesburg	
Tour operator is required to provide the following services: • Welcome Network Dinner (Main course 2x Soft Drinks) at Pata Pata Restaurant or equivalent	13 PAX
• Entrance fees Liliesleaf Farm Museum	13 PAX

EVALUATION CRITERIA

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 stipulated below.

TABLE 1: PRICING SCHEDULE:

Please provide a quotation for the Supply and Delivery of the following:

PROJECT A:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR USA BASED TOUR OPERATOR DELEGATES HOSTING 13 MAY 2025.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services: Welcome Network Dinner (finger foods & beverages) at Sanctuary Mandela Hotel	60 PAX		
15 minutes welcome dance group (Gumboot/Traditional Dance) at Networking Dinner	1		

PROJECT B:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WORLD UNION OF WHOLESALE MARKETS (WUWM) CONFERENCE FAM TRIP 16 MAY 2025.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operators are required to facilitate and provide tour operating services for a for-World Union of Wholesale Markets (WUWM) Conference delegates FAM Trip 16 May 2025.			

Tour operator is required to provide the following services:			
City Sightseeing Red Bus Hire (full day private hire)			
Entrance Fees Constitution Hill			

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR THREE (3) DAY TRAVEL AGENTS FAM TRIP 23 & 29 – 30 MAY 2025.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour Itinerary Day 1: 23 May 2025 Polish Travel Agent Group Tour			
2 hours Tuk Tuk Tour at Lebo's Soweto Backpackers	11		
Networking Dinner (Main course 2x Soft Drinks) at Alto234 Bar	11		
15 minutes welcome dance group (Gumboot/Traditional Dance) at Networking Dinner Alto234 Bar	1		
Bottled Water Still/Sparling 500ml	20		
Day 2: 29-30 May 2025 SA Travel Agents Group Tour			
Accommodation (3/4/5 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the City of Johannesburg Metro) Check-In 29 May 2025 Check-Out 30 May 2025 Bed & Breakfast	8 PAX		
NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum			

allowable rate for domestic accommodation and meals (refer to attached “Annexure A” page 41)			
Vehicle (air-conditioned and meeting high end standard) transportation for duration of Day 2 tour. Pick up/drop offs at Sandton/hotel)	8 PAX		
City Sightseeing Red Bus Tickets	8		
Tourvest Travel Agents entrance fees at Apartheid Museum	40		
Bottled water (still 500ml per person) x 2 days	40		
Tour Itinerary: DAY 2: 29 May 2025 (Date TBC) City Sightseeing Red Tour			
08h30 - Arrival at Rosebank Outside Holiday Inn Hotel – Oxford Rd for City Sightseeing Red Bus Tour			
09h00: Depart Rosebank			
09h13 -09H53: Explore The Melrose Art Gallery . (free entrance)			
10h03 – 10h43 Hop-Off at the Nelson Mandela Centre of Memory			
10h53 Munroe Viewpoint			
11h09 – 12h29: Hop off at Constitutional Hill for a one-hour tour	8 PAX		
12h43 – 14h03: After Constitutional Hill, hop on the City Sight-seeing Red Bus and hop off at Mining District for Lunch at the Rand Club .	8 PAX		
14h26 – 16h26: Explore the Apartheid Museum guided tour	8 PAX		
16h26: Hop on the bus back to Rosebank			
Pick up at Rosebank @the zone to Dinner at Zoolake then drop off at the hotel after Dinner			
17h40 Depart Rosebank for Dinner at Sakhumzi Zoolake	8 PAX		
DAY 3: Date: 30 May 2025 (TBC)			

Visit the Cradle of Humankind World Heritage Site Tour			
05h00 -07h00 Start the day with a 2-hour Hot Air Ballon Ride with Air-Ventures hot-air ballooning company in Muldersdrift in the Cradle of Humankind.	8 PAX		
07h30 – 09h00 Breakfast at The Cradle Restaurant Boutique Hotel	8 PAX		
09h30-11h30 Visit the Maropeng Visitor Centre	8 PAX		
12h00-14h00 Visit the Bothongo Rhino & Lion Nature Reserve an embark thrilling guided Game Drives tour.	8 PAX		
14h15- 15h00 Lunch (Main course 2x Soft Drinks) at The Thatch Café Restaurant .	8 PAX		

PROJECT D:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR THREE (3) DAYS MEDIA AND CONTENT CREATORS FAM TRIP 23 – 25 MAY 2025.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services: Vehicle/s (air-conditioned and meeting high end standard) transportation for duration of the tour. (Pick up/drop offs at inner city/Sandton/designated hotel)	15 PAX		
Accommodation (3/4/5 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Johannesburg inner city) Check-In 23 May 2025 Check-Out 25 May 2025	12 PAX		

Bed & Breakfast NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals (refer to attached "Annexure A" page 41)			
Bottled water (still 500 ml per person)	40		
Accredited Tourist Guide	1		
Tour Itinerary Day 1: Date: 23 May 2025			
Pick at Sandton Nelson Mandela Square			
Marshalltown Walking Tours (Welcome Johannesburg) with Gerald & Charlie from Local Places	15 PAX		
Visit The Bioscope Independent Cinema at 44 Stanley	15 PAX		
Lunch at Saint Germain/Salvation at 44 Stanley	15 PAX		
14h00 Check In at graded hotel accommodation	12 PAX		
15h00 Pick Up at the Hotel	15 PAX		
15h30 -17h30 Visit and experience The Johannesburg Ponte Experience Tour with Dlala Nje	15 PAX		
18h00 Pick at Ponte City Apartments to Hotel	15 PAX		
18h45 Pick up at the Hotel	15 PAX		
19h00 Drop off at Rand Club Marshalltown	15 PAX		
19h00 - 21h00 Dinner (Main course 2x Soft Drinks) at Rand Club Restaurant (Booking Essential)	15 PAX		
21h15 Drop off at Hotel	15 PAX		
DAY 2: Date: 24 May 2025			

07h00 - 09h00 Breakfast at Hotel	15 PAX		
09h00 Pick up at hotel	15 PAX		
09h15 – 10h30 Visit the South African Hip Hop Museum located at the Museum Africa in Newtown (Exclusive booking essential with Osmic Menoe and team)	15 PAX		
10h45 - 12h45 Graffiti walking tours City Skate Tours	15 PAX		
13h00- 13h45 Lunch (Main course 2x Soft Drinks) at Bertrand Café in Maboneng	15 PAX		
14h00 -15h15 Visit Wits Art Museum	15 PAX		
15h45 Drop off at hotel / end of tour	15 PAX		
Dinner at Hotel	15 PAX		
Day 3 Date: 25 May 2025			
09h30 - 11h00 Visit James Hall Museum of Transport.	15 PAX		
11h20 – 12h30 Visit The Beach Club in Braamfontein	15 PAX		
12h30 End of Tour: Board the shuttle bus from Braamfontein back to designated hotel to pick up bags.			

PROJECT E:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR AFRICA TRAVEL INDABA 2025 NETHERLANDS HOSTED BUYERS POST TOUR 21 MAY 2025.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services: Welcome Network Dinner (Main course 2x Soft Drinks) at Pata Pata Restaurant or equivalent	13 PAX		

Entrance fees Liliesleaf Farm Museum	13 PAX		

Sub Total (R) :

VAT (R) :

Total (R) :

Note:

- Please quote as per the line item for clarity purpose and also submit additional quotation on your company letter head.
- Return the quotation with the RFQ document attached.
- You are required to quote for ALL items. Failure to do so will render your quote incomplete and therefore non-responsive

Requirements

- (i) Cost containment regulations must be taken into account
- (ii) Quoting Reference number must be typed on the subject line when submitting the documents.
- (iii) The entity reserves the right to award the business to a supplier that has not scored the highest number of points

TABLE 2: PRICE AND EMPOWERMENT POINTS

PRICE	80 points
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	20 points - Enterprises that are at 51% or more owned by the Black People – 5 points - Enterprises that are at 51% or more owned by the Women – 5 points - Enterprises located within the jurisdiction of the City of Johannesburg municipal area: 10 points.

PRICING REQUIREMENTS

QUOTATION DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS: • Project A: US Based Tour Operators delegates tour (Welcome Networking Dinner) hosting 13 May 2025 • Project B: World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025 • Project C: Three (3) Day Travel Agents FAM Trip 23 & 29-30 May 2025 • Project D: Three (3) Days Media & Content Creators FAM Trip 23-25 May 2025 • Project E: Africa Travel Indaba 2025 Netherlands Hosted Buyers Post Tour 21 May 2025	
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

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. 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
6. Valid copies of all mandatory documents

DISQUALIFICATION CRITERIA

1. Failure to **quote for all items** in the pricing schedule.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. 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
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
5. Proof of public /passenger liability insurance
6. Provide valid Public Operating License/ Road Transport Permit for vehicle/s that will be used.
7. Provide Drivers' valid Public Driving Permit (PDPs) for drivers.
8. Provide valid accreditations for Tourist Guide for any guiding/guided tours.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 10:00

CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
---------	-------------	---------------------------

**(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 air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	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, e.g. 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 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 bidder or his or her representative:.....
 - 3.2 Identity Number:
.....
 - 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? YES / NO
 - 3.8.1 If yes, furnish particulars.
.....

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.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?YES / NO

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) 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? 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 service of the state? 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? 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. YES / NO

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature Date

.....
Capacity Name of Bidder

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
Total points for Price and SPECIFIC GOALS	100

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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

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

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 ALLOCA TE D (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	5	
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	5	
GOAL 2: SPECIFIC GOAL			
Enterprises located within the jurisdiction of the City of Johannesburg	CSD Report and Proof of municipal account	10	

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.

MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations 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 tender of any tenderer may be rejected if that tenderer, 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. willfully 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 tender:
 - 4.1 Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector?
(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem (listen to the other side) rule was applied).
☐ Yes
☐ No
 - 4.1.1 If so, furnish particulars:
 - 4.2 Is the tenderer 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
☐ No
 - 4.2.1 If so, furnish particulars:
 - 4.3 Was the tenderer 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
- ☐ No

1.3.1 If so, furnish particulars:

1.4 Does the tenderer 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
- ☐ No

4.4.1 If so, furnish particulars:

4.5 Was any contract between the tenderer 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 to comply with the contract?

- ☐ Yes
- ☐ No

4.5.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) 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 MBD 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 (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Name of Bidder) that:

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.

Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Position

.....
Name of Bidder

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

ANNEXURE A:

MAXIMUM ALLOWABLE RATES FOR THE DOMESTIC ACCOMMODATION AND MEALS

1. GRADING AS A REQUIREMENT IN GOVERNMENT TO ONLY STAY IN GRAGED ACCOMMODATION ESTABLISHMENTS

- 1.1 South African Tourism, through its Tourism Grading Council component, is mandated to provide quality assurance of tourism products and facilities through amongst others the grading of establishments such as hotels, bed & breakfasts, guest houses and conference venues in South Africa.
- 1.2 In order to promote the grading establishments throughout the country, Cabinet approved that government institutions should, with effect from January 2005, procure accommodation only from graded establishments and that, in instances where graded accommodation is not available, the use of establishments which are not graded by the Grading Council may be permitted.

2. MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION

- 2.1 Table 1 indicates the maximum allowable rates per accommodation type and per star grading of the establishment that may be booked for Travellers on Official Business.
 - 2.1.1 **BAND 1:** This band is for a Room only and the price is inclusive of VAT and the Tourism Levy. The Band to be booked where a traveller only requires lodging and will be taking his/her meals elsewhere. Expenses for meals can be claimed within the maximum daily amount as indicated below.
 - 2.1.2 **BAND 2:** This band is for a room and includes breakfast as part of the rate. The price is inclusive for VAT and the Tourism Levy. The Band to be booked where a traveller requires lodging and will be taking his/her breakfast at the establishment. Only expenses for lunch and dinner can be claimed up to the maximum as indicated below.
 - 2.1.3 **BAND 3:** This band is for a room and includes breakfast and dinner as part of the rate. The price is inclusive for VAT, the Tourism Levy and two (2) soft drinks. The Band to be booked where a traveller requires lodging and will be taking his/her

breakfast and dinner at the establishment. Only expenses for lunch can be claimed.

TABLE 1:

Vouchers Includes	Band 1	Band 2	Band 3
	Room Only Tourism Levy VAT	Room & Breakfast Tourism Levy VAT	Room, Breakfast & Dinner Tourism Levy VAT 2x non-alcoholic beverages at Dinner
Graded Hotel or Boutique Hotel			
1 Star	R630	R780	R1 000
2 Star	R980	R1 120	R1 350
3 Star	R1 190	R1 310	R1 530
4 Star	R1 360	R1 470	R1 700
5 Star	R2 280	R2 401	R2 740
Graded Bed & Breakfast, Country House or Guest House			
1 Star	R350	R530	R740
2 Star	R540	R710	R920
3 Star	R980	R1 150	R1 350
4 Star	R1 090	R1 260	R1 460
5 Star	R1 300	R1 480	R1 680
Graded Self-Catering			
	Band 1	Band 2	Band 3
1 Star	R630		
2 Star	R980		
3 Star	R1 190		
4 Star	R1 360		
5 Star	R1 570		
Maximum for Meals			
Breakfast	R 120		
Lunch	R 170		
Dinner	R 190		
Maximum	R 480		

Note: Expenses for parking is NOT included in Bands 1, 2 and 3 and may be claimed separately by travelers.

3. MAXIMUM ALLOWABLE RATES FOR MEAL EXPENSES

- 3.1 Institutions to only reimburse officials for meal expenses within the limits as set out in Table 2. Receipts of actual expenditure to be provided with the claim in all cases.
- 3.2 National Treasury will set these maximum allowable amounts and review it periodically.

TABLE 2:

Claims for Meal Expenditure			
Description	What does it imply if the expense type is selected?	Maximum Amount	
Breakfast and Lunch provided	- May claim for actual expenditure for Dinner expenses within the limits of the maximum amount.	R 190.00	= R480
Breakfast and Dinner provided	- May claim for actual expenditure for Lunch expenses within the limits of the maximum amount.	R 170.00	
Lunch and Dinner provided	- May claim for actual expenditure for Breakfast expenses within the limits of the maximum amount.	R 120.00	
Breakfast provided	- May claim for actual expenditure for lunch and dinner within the limits of the maximum amount.	R 360.00	=R170 + R190
Lunch provided	- May claim for actual expenditure for breakfast and dinner within the limits of the maximum amount.	R 310.00	=R120 + R190
Dinner provided	- May claim for actual expenditure for breakfast and lunch within the limits of the maximum amount.	R 290.00	=R120 + R170

3.3 Domestic Trips Longer than 24 Hours

- a) Expenditure on Meals and non-alcoholic liquid refreshments can be claimed in the following circumstances:

Breakfast

- If it is not included in the Accommodation arrangements; and, or,
- If the Traveller leaves his or her residence or Place of Work before 06h00.
- Up to the maximum as set out in Table 2.

Lunch

- Lunch may only be claimed if it is not provided by the host.
- Up to the maximum as set out in Table 2.

Dinner

- If it is not included in the Accommodation arrangements; and, or,
 - If the Traveller returns to his or her residence or Place of Work after 20h00.
 - Up to the maximum as set out in Table 2.
- b) Officials cannot claim expenses for meals if the rate of the Accommodation establishment already includes dinner and, or, breakfast or if the host provides lunch, or if the conference fee includes lunch and, or, dinner.
- c) When a Traveller stays in an accommodation establishment that does not provide for meals, or does not cater for special dietary requirements such as Halaal or Kosher, he or she may claim reasonable actual expenditure for meal expenses within the maximum daily amount set out in Table 2 . Supporting evidence is required as proof of actual expenditure.

2.1 Domestic Trips Less than 24 Hours

- a) When an Official Business trip is less than 24 hours, the official may claim expenses for meals and non-alcoholic liquid refreshments where meals are not provided by the host. Supporting evidence is required as proof of actual expenditure. Meal expenses may be claimed under the following conditions:
- i. Three (3) meals where the Official leaves his or her Place of Work or residence before 06h00 and only returns to his or her Place of Work or residence after 20h00, provided that the total cost of all three meals does not exceed the maximum daily amount as set out in Table 2 above;
 - ii. Any two (2) meals if the total duration of the trip is more than 8 hours but less than 14 hours, provided that the total cost of the two meals does not exceed the maximum amount as set out in Table 2 above.
 - iii. Any one meal if the total duration of the trip is more than 4 hours but less than 8 hours, provided that the total cost of the meal does not exceed the maximum daily amount as set out in Table 2 above.

ooOoo