



Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Reg. No. 2003/009873/08

Sandton Library Offices
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Johannesburg
South Africa

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www.joburgtourism.com

REQUEST FOR QUOTATION

RFQ Number	JTC0033/2025-26
DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED SERVICE PROVIDERS TO PROVIDE TRANSFERS & SHUTTLE SERVICES FOR THE AFRICAN DATA SCIENCE (ADSC) CONFERENCE ON 23 – 27 JUNE 2026	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	27 May 2026
Closing date:	04 June 2026
Closing time:	10H00
Compulsory requirements	Bidders are required to ensure all the below are adhered to: <ul style="list-style-type: none"> ▪ Quote on ALL items. ▪ Drivers' valid PDP for vehicle carrying 12 or more passengers. ▪ Valid Road Transportation Permit (also known as a Public Operating License) for each vehicle.
Compulsory briefing meeting date (if applicable)	N/A
Quotations should be deposited in bid/tender box at: 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/accepted.
Procurement Enquiries	Sphiwem@JoburgTourism.com
Technical Enquiries	Nondumiso Mulaudzi Email: Nondumisom@joburgtourism.com

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:**

DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED SERVICE PROVIDERS TO PROVIDE TRANSFERS & SHUTTLE SERVICES FOR THE AFRICAN DATA SCIENCE CONFERENCE ON 23– 27 JUNE 2026.

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 purchase order form; therefore no goods must be delivered or services rendered before an rep 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 Municipal Entity against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.
17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.
18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation
20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS
21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company
22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD's) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

VALIDITY OF RFQ: 30 DAYS

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

SIGNATURE _____

NAME _____

FORM "E"

BRIEF OVERVIEW

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

- Airport transfers & shuttle services for the ADSC Conference delegates on 23 – 27 June 2026 with specified times in the order of events/programme/itinerary below.

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

Requests qualified and experienced Service Providers to respond on the following:

- A) TO PROVIDE TRANSFERS & SHUTTLE SERVICES FOR THE AFRICAN DATA SCIENCE CONFERENCE ON 23 – 27 JUNE 2026.**

Description	Quantity
a) Service Providers are required to provide transfer services for 100 (one hundred) delegates, arriving at different times on 23 June 2026 from OR Tambo International Airport to Rosebank, Parktown, Auckland Park and WITS Science Stadium Campus.	
b) Service Providers are required to provide daily return shuttle services for 100 (one hundred) delegates accommodated at Rosebank, Parktown, Auckland Park simultaneously to the Conference venue (Wits Science Stadium Campus) in Braamfontein from 24– 26 June 2026.	
c) Service Providers are required to provide return transfer services for 100 (one hundred) delegates, departing on 27	

June 2026 from their respective hotels in Rosebank, Parktown, Auckland Park to OR Tambo International Airport.	
Service Providers are required to provide the following services: ON ARRIVAL, 23 June 2026 <ul style="list-style-type: none"> Up to 100 delegates will arrive at different times on 23 June 2026. NB arrival schedules to be confirmed. Provide 2 x 60-seater buses, with air conditioners and luggage trailers that will make 3 x trips from OR Tambo International Airport to Rosebank, Parktown, Auckland Park hotels (based on the flight schedule to be provided at a later stage) 	2 x 60-seater buses
DURING THE CONFERENCE <ul style="list-style-type: none"> 24- 26 June 2026: Provide daily return shuttle services (morning & late afternoon) between hotels, WITS Science Stadium Campus, and the gala dinner venue for 100 delegates. 	2 x 60-seater buses
ON DEPARTURE: 27 June 2026 <ul style="list-style-type: none"> Provide transfer services for 100 (one hundred) delegates, departing on 27 June 2026 from The Capital on Bath, Mint Hotels Rosebank and Garden Court Milpark to OR Tambo International Airport. 	2 x 60-seater buses
REFRESHMENTS <ul style="list-style-type: none"> Bottled water (still, 500ml) to be distributed to delegates while in transit from the airport to hotels and back to the airport 	200 x 500ml bottles

1. 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.

2. PRICING SCHEDULE

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

TO PROVIDE TRANSFERS & SHUTTLE SERVICE FOR THE AFRICAN DATA SCIENCE (ADSC) CONFERENCE ON 23 – 27 JUNE 2026

Description	Quantity	Unit Price (R)	Total Price (R)
23 June 2026: 2 x 60-seater buses with luggage trailers that will make 3 x trips on arrival day from OR Tambo to The Capital on Bath, Mint Hotels Rosebank and Garden Court Milpark.	2 x 60-seater buses X 3 trips		
24- 26 June 2026: 2 x 60-seater buses for daily return shuttle services (morning & late afternoon) for 100 delegates between The Capital on Bath, Mint Hotels Rosebank and Garden Court Milpark and Wits Stadium Campus.	2 x 60-seater buses X 3 days		
27 June 2026: 2 x 60-seater buses with luggage trailer to shuttle 100 delegates on departure day from The Capital on Bath, Mint Hotels Rosebank and Garden Court Milpark to OR Tambo International Airport.	2 x 60-seater buses		
Bottled water (still, 500 ml) to be distributed to delegates while in transit from hotels to the airport.	200 X 500ml bottles		

Sub Total (R) :

VAT (R) :

Total (R) :

Note:

- **Please quote as per the line item for clarity purposes and also additional quotation on your company letterhead.**
- **Return the quotation with the RFQ document attached.**

Requirements

- (i) Cost containment regulations must be taken into account
- (ii) Quoting the reference number must be typed in 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 <ul style="list-style-type: none"> • Business owned by 51% or more Black people – 5 • Business owned by 51% or more women – 5 points • Enterprises located within the jurisdiction of the City of Johannesburg – 10 points

PRICING REQUIREMENTS

QUOTATION DESCRIPTION:	
REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED SERVICE PROVIDERS TO PROVIDE TRANSFERS & SHUTTLE SERVICES FOR THE AFRICAN DATA SCIENCE (ADSC) CONFERENCE ON 23 – 27 JUNE 2026.	
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.

NB! RETURNABLE DOCUMENTS

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 1, 3.3, 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.

2. Failure to attach the Drivers' valid PDP for vehicle carrying 12 or more passengers.
3. Failure to attach a valid Road Transportation Permit (also known as a Public Operating License) for each vehicle.

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

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer

or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of Owner of the Bidding Entity:

.....

3.2 Identity Number if applicable:

.....

3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference Number:

.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO

3.8.1 If yes, furnish particulars.
.....

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.10.1 If yes, furnish particulars
.....

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Number (If applicable)	Employee

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 rep 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.

MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (Tick applicable box).

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3260445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

Item	Question	Yes	No
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, **THE** **UNDERSIGNED** **(NAME)**

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by: **Johannesburg Tourism Company** do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify, _____ on _____ behalf _____ of:
_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the rep bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

Signature	Date
Full Names of Person Representing Company	Position in Company

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A. Any bid will be rejected if:
- B. 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.

C. Bid Information

- i. 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.

D. 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 : _____