



Johannesburg Tourism Company NPC
A City of Johannesburg Metropolitan Municipality Entity

Req. No. 2003/009873/08

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

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South Africa
2000

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www.joburgtourism.com

REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC0028/2023-24 (READVERT)
DESCRIPTION: REQUESTS FOR QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS TO RENDER PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PROMOTION OF JOBURG AS A TOURIST DESTINATION	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	05 JUNE 2025
Closing date:	12 JUNE 2025
Closing time:	10h00
Compulsory requirements	Bidder must: <ul style="list-style-type: none">▪ quote for all items in the pricing schedule
Compulsory briefing meeting date	N/A
Quotations may be deposited in bid box at: Sandton Library Offices Nelson Mandela Square West Street, Sandton NB: No emailed quotes will be attended to	Quotations will be received on the closing date and time shown and must be enclosed in a sealed envelope, bearing the applicable quotation description and reference number as well as the closing time and due date, for the attention of: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the stipulated address at the time indicated and no late submissions will be received.
Procurement Enquiries	Sphiwem@joburgtourism.com
Technical Enquiries	lumkad@joburgtourism.com

ENTITY DETAILS

Entity Type (tick/specify details)	Private	Partnership	Close Corporation	Sole Proprietor
	Other (specify)			
Entity Name	Legal Name			
	Trading as			
Entity Registration No.				
City of Johannesburg / JTC Vendor Registration No (if in possession)				
National Treasury Central Supplier Database No (Compulsory)				
Income Tax No.				
VAT Reference No. (if applicable)				
Entity Street Address				
	Postal Code			
Contact Details of the Person Representing the Entity	Name			
	Telephone			
	Cell phone			
	E-mail address			

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 on 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 price item, 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 whole quotation 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 the South African currency (SA rand), with 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 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 an Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof and the invoice are not submitted to the Johannesburg Tourism Company that cover was taken out within 14 days after the order has been placed, 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 request for 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 document forms (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_____

FORM E: SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

The Johannesburg Tourism Company is a destination management organisation (DMO), owned and funded City of Johannesburg, and mainly tasked with promoting tourism, by marketing Johannesburg as a business and lifestyle tourist destination both internationally, regionally and domestically.

For its destination marketing initiatives, Johannesburg Tourism Company requests quotations from suitably qualified service providers to render photography and videography services for the promotion of Joburg as a business and leisure tourism destination.

Following a recce/site inspection to identify ideal locations to execute the brief, the successful bidder must conduct photo shoots and deliver edited high-resolution images which showcase Johannesburg as a leisure and business tourism destination for various marketing and communication platforms. A full service offering to produce two videos is required, comprising storyboard development, script writing and voice-over recordings, video shoots and editing for leisure and business promotional videos.

Johannesburg Tourism requires the appointed service provider to deliver the final edited images and videos within three months of appointment.

DELIVERABLES

- Business tourism images x 100
- Leisure tourism images x 100
- Generic images x 50
- Business tourism promotional video – 60 seconds
- Leisure tourism provisional video – 60 seconds
- Online image library with all images

DETAILED SPECIFICATION

Business Tourism

Videography and photography for business images must be selected from the following:

- a) Infrastructure/meeting venues inside and outside i.e. conference venues and hotels of the following: Sandton Convention Centre, Maslow Hotel and Conference Centre, Eyethu Lifestyle Centre (Mofolo, Soweto), Indaba Hotel (Conference Centre), Gallagher Estate, The Forum (Bryanston), Riversands

and Soweto Theatre, Thaba Eco Conference plus Hotel, Four Seasons Hotel (conference plus hotel).

- b) Business tourism events incl. Meetings Africa or any other event in Sandton Convention Centre to show the venue and business meeting interactions
- c) Investment/financial sector – Johannesburg Stock Exchange, Discovery, Nelson Mandela Square with Michel Angelo, The Marc and surroundings.

Leisure Tourism

Leisure images and video footage should cover the following:

- a) Gastronomy
 - a. Fine dining (setting, food and people enjoying the food)
 - b. African cuisine (setting, food and people enjoying the food)
- b) Skylines must showcase the beauty of Joburg i.e.
 - a. Mandela Bridge
 - b. Rooftops/aerial picturesque of the city including surroundings namely; Soweto, Alexandra, Midrand, Fourways, Rosebank etc.
 - c. Joburg's claim of being one of the "largest man-made urban forest"
- c) Show a diversity of people enjoying the lifestyle and culture of Joburg i.e.
 - a. The Playground (formerly Neighbourgoods Market)
 - b. Entertainment spots
 - c. Art galleries
 - d. Outdoor weekend markets
 - e. Maboneng Precinct (Bertrand, Pata Pata and the like)
 - f. Vilakazi Street
 - g. Melrose Arch
 - h. Victoria's Yard (Lorentzville)
 - i. Nelson Mandela Square
 - j. 4th Avenue Parkhurst
 - k. 7th Street Melville
- d) Night Life
 - a. Clubs and bars
- e) Adventure
 - a. Bungee-jumping at the Soweto Towers
 - b. Theme parks i.e. Gold Reef City
 - c. Cycle tours
 - d. Skateboarding

- f) Outdoor (natural attractions incl. picnics in these areas):
 - a. Melville Koppies Nature Reserve
 - b. Klipriviersberg Nature Reserve
 - c. The Wilds Nature Reserve
 - d. Botanical gardens
 - e. Zoo Lake
 - f. Zoo
 - g. Other wildlife sanctuaries (i.e. Lion & Safari Park)
- g) History and heritage
 - a. Apartheid Museum
 - b. Nelson Mandela Centre of Memory
 - c. Hector Pieterse Museum and Memorial
 - d. Mandela House
 - e. Liliesleaf Farm
 - f. Constitution Hill
 - g. Mining District
 - h. South African Museum of Military History
- h) Shopping
 - a. Sandton City
 - b. Rosebank
 - c. Melrose Arch
 - d. Hyde Park
 - e. Mall of Africa
- i) Casinos (Montecasino)
- j) Lifestyle Events (showcase lifestyle events which are happening in Joburg i.e.
 - a. Lifestyle and signature events e.g. Rand Easter Show, Joburg Summer Cup
 - b. Sports events i.e. Soweto Marathon, cycling events
 - c. Soccer, rugby and cricket matches at various stadiums i.e.
 - i. Wanderers Cricket Stadium
 - ii. Johannesburg Stadium
 - iii. FNB Stadium
 - iv. Ellis Park Stadium
 - v. Investec Milpark Stadium
 - d. Arts and exhibition events
 - e. Theatre events
 - f. Consumer shows

g. Concerts and festivals

Generic Images and Footage

Generic images and video footage should include or cover the following:

- a) Education showcasing some of the best facilities in the city i.e. universities, colleges and schools
- b) Modes of transport i.e. airports, Gautrain, City Sightseeing Red Bus, Metrobus and Rea Vaya buses
- c) Formal and informal economy i.e. street traders (inner city and townships), small shops (Sandton Gautrain precinct), taxi ranks
- d) Showcase families who are sitting, reading, walking, kids playing and/or driving
- e) People jogging/exercising
- f) Weddings with a focus on wedding venues/facilities
- g) Churchgoers
- h) Development images that show the ever changing and busy nature of the city i.e. refurbished inner city precincts such as Jewel City, Braamfontein, refurbished buildings, Johannesburg International Transport Interchange (JITI), construction images such as cranes; infrastructure such as highways, roads, stadiums, hospitals, clinics, multipurpose centres (Patterson Park, Brixton)

General guidelines

- All necessary photography and videography equipment and resources required must be incorporated in the pricing structure as well as recces/site visits of identified locations.
- Candid images/footage of people are preferred – to avoid rights of usage issues – with a focus on ambiance/setting than actual people.
- Footage/pictures with concrete only should be kept to a minimum.
- Facilitate completion of photo release/consent form for posed photos/video footage (i.e. images/video footage which clearly depict people) and images/footage of publicly and privately owned properties to ensure compliance with privacy laws.
- Final selection of edited images submitted via WeTransfer, external hard drive and online library.
- Final videos submitted via WeTransfer and external hard drive.
- The online library must be password protected and enabled for seamless integration with the Joburg Tourism website. Access to the online library for media and travel trade stakeholders must be made

via a registration process. A complete handover of the image library is required at the end of the contract for upkeep by Joburg Tourism.

- **Commissioning of aerial images/video footage should be excluded in the pricing. Bidders are encouraged to make provision for aerial images/footage, if necessary, from stock images/footage.**

Video shoot guidelines

- Stock video footage may be used to supplement video shoots to produce the business and leisure tourism videos
- Business video must showcase Johannesburg as a versatile business and events destination, capable of handling a vast array of events, from small meetings to massive international gatherings, congresses, conventions, concerts, sports tournaments and mega events. The video must show the city's excellent infrastructure, unique transport features, a world class hotel inventory, spectacular stadiums and magnificent architecture. The video must emphasise that Joburg is indeed the right place to be meeting and seeking opportunities to network, as well as identifying future business prospects and collaborative initiatives.
- Leisure video must showcase that Johannesburg is more than just about business - it's a city rich in history, resilience and cultural heritage with a booming culinary scene, a vibrant entertainment scene and the shopping mecca of Africa. The leisure video must incorporate a holistic tourism offering by showcasing attractions and experiences in the following categories: History & Heritage (Arts & Culture, Art Galleries, Festivals, Concerts and Theatres), Outdoor & Adventure, Shopping, Restaurants (Asian, Fine dining, Mediterranean, Seafood, Steakhouse, Traditional African cuisine), Spas, Nightlife and Sports.

Image guidelines

- High resolution (300 DPI or more)
- Full colour
- Mix of portrait and landscape
- Images should either be taken early morning or late afternoon (before sunset) for the best natural light
- Evening shots for settings such as Night Life are necessary

USE OF IMAGES & VIDEOS

The images will be used for destination promotions in the following areas, but not limited to;

- Marketing material (brochures, booklets, newspapers, magazines etc)
- Corporate collateral (annual reports, business plans etc)
- Digital marketing (website, mobile application and social media)
- Out of home advertising platforms
- Indoor advertising screens
- Branding material (pull up banners, media banners etc.)

The videos will be used on various digital marketing platforms.

MINIMUM REQUIREMENTS OF SERVICE PROVIDERS TO BE CONSIDERED

- No less than three years company experience in photography and videography services inclusive of tourism/destination management photography and videography
- The company must have a suitably qualified team comprising a minimum of four key personnel:
 - An experienced project manager with demonstrable experience in handling shoots in line with the Joburg Tourism scope with a Diploma in Film, Broadcasting, Photography or Marketing, Media Studies, Public Relations or Communications and a minimum of five years experience in managing destination/tourism marketing photography and videography projects of this nature and magnitude. A project management certificate is an added advantage.
 - An experienced photographer with a minimum of three years' experience in producing conducting photo shoots which includes tourism/destination management projects and a minimum three-year Diploma in Photography.
 - An experienced videographer with a minimum of three years' experience in producing videos which include tourism/destination management projects and a minimum three (3) year Diploma in Film, Broadcasting or a related field.
 - An experience Script/Copywriter with a minimum of three years' experience in developing scripts which includes tourism/destination management and a minimum three (3) year National Diploma in Copywriting, Film, Broadcasting, Photography or Marketing, Media Studies, Public Relations or Communications.

EVALUATION CRITERIA

- **COMPLIANCE TO THE RFQ REQUIREMENTS**

This entails evaluation of compliance to the bid conditions as outlined in the bid document, submission of the required returnable documents, full and proper completion of the RFP document and submission of the proposal document in line with the conditions spelt out in the bid document.

- **FUNCTIONALITY EVALUATION**

Proposals will be evaluated in terms of **FUNCTIONALITY** and then in respect of the Preferential Procurement Policy Framework, Act 5 of 2000, Preferential Procurement Regulations, 2022, using the 80/20 preference point systems prescribed in Regulation 7.

Only bidders who score a minimum of **65 points** (or more) on **FUNCTIONALITY** will be able to proceed to be further evaluated in terms of specific goals and price competitiveness. Bidders that score below this threshold shall be deemed to have submitted non-responsive bids and will not be evaluated further.

Bidders who do not submit all the required returnable documents will lose points under **FUNCTIONALITY**.

Joburg Tourism has the right to verify the authenticity of assertions made by bidders in the bid submissions/proposals.

CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
Methodology	<p>A detailed logical photography and videography project plan including step-by-step details of the key project milestones, resource allocation and timeframes for the execution and completion of the project (up to 15 points).</p> <ul style="list-style-type: none">• Project plan does not sufficiently cover any aspects of the scope = 0• Project plan sufficiently covers photography = 5 point• Project plan sufficiently covers photography & videography = 10 points• Project plan sufficiently covers photography, videography and online library = 15 points• Project plan sufficiently covers photography, videography, online library and includes a Gantt chart = 20 points	20

CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
Portfolio of Evidence	<p>Destination/tourism marketing photography and videography portfolio = up to 30 points</p> <ul style="list-style-type: none"> Destination/tourism marketing photographic portfolio showcases at least three categories: Business, Gastronomy, Lifestyle, Adventure, History and Heritage, Shopping and Events <p>Poor destination/tourism photographic showcase = 0 point Acceptable destination/tourism photographic showcase = 5 point Excellent destination/tourism photographic showcase = 10 points</p> <ul style="list-style-type: none"> Destination/tourism marketing videography portfolio/showreel showcases at least three categories: Business, Gastronomy, Lifestyle, Adventure, History and Heritage, Shopping and Events <p>Poor destination/tourism video showcase = 0 point Acceptable destination/tourism video showcase = 5 point Excellent destination/tourism video showcase = 10 points</p> <ul style="list-style-type: none"> Online image library example Poor online image library example = 0 Acceptable online image library example = 5 points Excellent online image library example = 10 points 	30
Track Record	<p>Number of similar projects/contracts with the client's name, contract period and the contract value and signed contactable reference letters on a company letter head (Note: Purchase orders or award letters do not apply)</p> <p>Reference letters = up to 10 points (signed on a letterhead, with contact info not older than 5 years)</p> <ul style="list-style-type: none"> Letter does not confirm photography or videography services = 0 points 1 -client reference confirms photography services = 1 point 2 client reference confirms photography services = 2 points 3 client references confirm photography services = 3 points 4 client references confirm photography services = 4 points 5 client references confirm photography services = 5 points <ul style="list-style-type: none"> 1 client reference confirms videography services = 1 point 2 client references confirm videography services = 2 points 3 client references confirm videography services = 3 points 4 client references confirm videography services = 4 points 4 client references confirm videography services = 5 points <p>Photography/videography awards to the company = up to 6 points</p> <ul style="list-style-type: none"> No award = 0 point 1 – 2 award(s) to the company = 2 point 3 – 4 awards to the company = 4 points 5 or more industry awards to the company = 6 points 	16

CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
Key personnel – Experience	<p>Attach detailed CVs outlining relevant experience and certified copies of qualifications and industry awards/memberships attached as proof.</p> <p>The team should be led by a dedicated Project Leader/Account Manager with a minimum of five (5) years’ experience managing an account/contract in tourism/destination marketing.</p> <p><u>Project Manager = up to 6 points</u></p> <ul style="list-style-type: none"> • Less than five years’ relevant experience = 0 points • 5 – 6 years relevant experience = 2 point • 7 – 8 years relevant experience = 4 points • 9 or more years relevant experience = 6 points <p><u>Other key personnel = up to 12 points</u></p> <p>Suitably qualified individuals with no less than three (3) years’ relevant experience.</p> <p><i>Script writer</i></p> <ul style="list-style-type: none"> • Less than 3 years’ relevant experience = 0 points • 3 – 4 years’ relevant experience = 2 points • More than 4 years’ relevant experience = 4 points <p><i>Photographer</i></p> <ul style="list-style-type: none"> • Less than 3 years’ relevant experience = 0 points • 3 – 4 years’ relevant experience = 2 point • More than 4 years’ relevant experience = 4 points <p><i>Videographer</i></p> <ul style="list-style-type: none"> • Less than 3 years’ relevant experience = 0 points • 3 – 4 years’ relevant experience = 2 point • More than 4 years’ relevant experience = 4 points <p><u>Team members’ awards and memberships – up to 4 points</u></p> <p>Team member/s have industry award = up to 2 points</p> <ul style="list-style-type: none"> • 1 team member has industry award in area of expertise = 1 point • 2 or more team members have industry award in area of expertise = 2 points <p>Team member/s have industry membership = up to 2 points</p> <ul style="list-style-type: none"> • 1 team member has industry body membership = 1 point • 2 or more team members have industry body membership in area of expertise = 2 points 	22
Key Personnel – Qualifications	<p>Attach certified copies of qualifications as proof.</p> <p><u>Project Leader = up to 6 points</u></p> <ul style="list-style-type: none"> • No/irrelevant/NQF 5 qualification = 0 points • Relevant Advanced Certificate/Diploma/NQF 6 = 1 point • Relevant Advanced Diploma/Degree/NQF 7 = 2 points • Relevant Honour’s Degree/NQF 8 = 3 points • Relevant Master’s Degree/NQF 9 = 4 points <p>[Additional certificate]</p> <ul style="list-style-type: none"> • Project management certification NQF 5 = 1 point • Project management certification NQF 6 or higher = 2 points 	12

CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
	<p><u>Other Key Personnel = up to 6 points</u></p> <p><i>Script writer = up to 2 points</i></p> <ul style="list-style-type: none"> No/irrelevant/NQF 5 qualification = 0 points Relevant Advanced Certificate/Diploma/NQF 6 = 1 point Relevant Advanced Diploma/Degree/NQF 7 = 2 points <p><i>Photographer = up to 2 points</i></p> <ul style="list-style-type: none"> No/irrelevant/NQF 5 qualification = 0 points Relevant Advanced Certificate/Diploma/NQF 6 = 1 point Relevant Advanced Diploma/Degree/NQF 7 = 2 points <p><i>Videographer = up to 2 points</i></p> <ul style="list-style-type: none"> No/irrelevant/NQF 5 qualification = 0 points Relevant Advanced Certificate/Diploma/NQF 6 = 1 point Relevant Advanced Diploma/Degree/NQF 7 = 2 points 	
TOTAL		100

PRICE AND PREFERENTIAL GOALS POINTS

Bidders who meet the functionality threshold will be evaluated further using the 80/20 evaluation principle where 80 points will be for price and 20 points will be for empowerment as per the table below

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 ALLOCATED (80/20 SYSTEM)
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	3
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	2
Business/ enterprise owned by 51% or more Black Youth	CSD, Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	5

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)
Enterprise located within the jurisdiction of the City of Johannesburg Metropolitan Municipality	CSD and proof of municipal accounts/letter from Ward Council confirming business address	5
SMMEs (EME or QSE)	CSD Report and BBBEE certificate /Affidavit Sworn under oath	5

PRICING SCHEDULE – FIRM PRICES

Bidder's Name:

- Johannesburg Tourism Company is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 30 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the B-BBEE certificate of the subcontractor.
- The quotation will be evaluated on the 80/20 preference point system in line with PPPFA Regulations, 2022.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead/template.**

SCHEDULE OF PRICES/RATES

Quotation Description:

REQUESTS FOR QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS TO RENDER PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PROMOTION OF JOBURG AS A TOURIST DESTINATION

Pricing	(R)
Subtotal Price (excluding Vat)	
Vat 15% (if applicable)	
Total Quoted Price (inclusive of Vat)	

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
<input type="checkbox"/>	<input type="checkbox"/>

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, principal 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, principal 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 Employee Number (If applicable)

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.

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 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

3.1 POINTS AWARDED FOR PRICE

3.2 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.3 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.4 POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

3.5 POINTS AWARDED FOR SPECIFIC GOALS

3.6 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:

3.7 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 ALLOCATED (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	3	

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
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	2	
Business/ enterprise owned by 51% or more Black Youth	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			
Enterprise located within the jurisdiction of the City of Johannesburg Metropolitan Municipality	CSD and proof of municipal accounts/letter from Ward Council confirming business address	5	
SMMEs (EME or QSE)	CSD Report and BBBEE certificate /Affidavit Sworn under oath	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4. Name of company / firm

5. Company registration number:

6. 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. 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.

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left[\frac{x}{y} \right] \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

- 1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered

have any imported content?

YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

IN RESPECT OF BID No.

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):

.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

MBD 8: 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"/>
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
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) 3265445).	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:		
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, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN 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 authorised 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 authorised 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 organisation, 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.
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

.....

Full Names of Person Representing Company

.....

Date

.....

Position in Company

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
2. Registration Number
3. Municipality where business is situated
4. Municipal account number for rates
5. Municipal account number for water and electricity
6. Names of all directors, their ID numbers and municipal account number.
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)

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

PRICING SCHEDULE

ITEM	QUANTITY	UNIT PRICE excl VAT	TOTAL PRICE excl VAT
1. Business tourism promotion video	1 video (60 sec)		
2. Leisure tourism promotion video	1 video (60 sec)		
3. Business images	100 images		
4. Leisure images	100 images		
5. Generic images	50 images		
6. Online image library	1 online library		
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

RETURNABLE DOCUMENTS, DISQUALIFICATION CRITERIA & CONDITIONS OF AWARD

RETURNABLE DOCUMENTS

Checklist documents and requirements should be attached and submitted with the bid on submission.

1. Quotation on company letter head.
2. All parts must be quoted. (If there is an omission of any part or parts will result in disqualification.)
3. Valid certified BBBEE certificate or affidavit.
4. Valid Tax Clearance certificate
5. CSD registration number to be filled in on the front page of RFQ in clear handwritten
6. Completed RFQ
7. Municipal Account not in arrears for more than 90 days for all directors or lease agreement if leasing a property or affidavit if the company and directors are neither leasing nor own a property.
8. Municipal Account not in arrears for more than 90 days for the company with the address appearing on CSD report or lease agreement if leasing a property or affidavit if the company are neither leasing nor own a property.
9. Certification of documents must be with three (3) months. Documents with older than three (3) months certification will not be accepted.

DISQUALIFICATION CRITERIA

1. Failure to complete the Johannesburg Tourism Company pricing schedule in full.
2. Failure to attach a letter confirming errors or alteration in the price schedule.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD and SARS
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

Note

The quotation shall be awarded at the sole and absolute discretion of JTC. JTC hereby represents that it is not obliged to award this quotation to any bidder. JTC is entitled to retract this quotation at any time as from the date of issue. JTC is not obliged to award this quotation to the bidder that quotes the lowest price.

Successful bidder will be required to enter into a service level agreement with JTC on delivery of the required service.

Disclaimer:

*The successful bidder shall be expected to have **sufficient cash flow** to project manage the work from beginning to end, **since the JTC shall not offer upfront payment for any work to be done.**
Payment will be made upon submission of invoice/s for completed project/s.*