

Dear Supplier / Bidder

This serves as the request for quotation (RFQ) from the Department of Tourism for suppliers to prepare and submit written price quotation. **Note that the 80 / 20 preference point system will be applied.** Bidders are required to submit written price quotation including documentaty proof to claim points for Women and Black ownership,valid sworn affidavit for EME or QSE , compliant tax clearance certificate or pin, updated Central Supplier Database (CSD) report and banking details, before stipulated closing date and time.

Bidders should adhere to the following instructions and non adherence may result in disqualification of the proposal / RFQ;

1. Standard Bidding Document (SBD1) or RFQ must be completed,signed and returned;
2. Standard Bidding Document (SBD4) – Bidder's Disclosure must be completed,signed and returned; and
3. All written price quotations or bids received after closing date and time of **21 February 2023 at 12H00PM** will not be considered – *(will be disqualified and recorded as received late)*

NOTE :

- ✓ All completed and signed documents should be retuned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to the following email address: quotationsscm@tourism.gov.za.
- ✓ *Hand delivered RFQ / RFP must be recorded in a quotation register. Failure to record submitted RFQ / RFP will result in disqualification.*

Kind regards

PART A REQUEST FOR QUOTATIONS (RFQ)

| | | | | |
|--|--|--|--|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM) | | RFQ NUMBER: DM264/23 | CLOSING DATE: 21-02-2023 | CLOSING TIME: (2H00 PM) |
| APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO MANAGE THE IMPLEMENTATION OF TOURISM MONITORS PROGRAMME IN LIMPOPO PROVINCE FOR A PERIOD OF EIGHTEEN MONTH TO 60 MONITORS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS | | | | |
| PHYSICAL ADDRESS : 17 TREVENNA STREET SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA | | | | |
| NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME. | | | | |
| BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO | | TECHNICAL ENQUIRES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | CONTACT PERSON | Lizzy Mathopa | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | 012 444 6426 | |
| E-MAIL ADDRESS | | E-MAIL ADDRESS | lmathopa@tourism.gov.za | |
| SUPPLIER INFORMATION | | | | |
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | NUMBER | | |
| CELLPHONE NUMBER | | | | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

| | | |
|---|------------------------------|-----------------------------|
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SENT TO quotations@mto.gov.za OR HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
 - 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ/ BID DOCUMENTS.
 - 1.3. BIDDERS ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
 - 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocp/oc/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
 - 1.5. THE 80 / 20 PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN 80 POINTS IS FOR PRICE AND 20 POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 30 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE SUBMISSION / RFQ WILL EVALUATED IN LINE WITH THE SET CRITERIA OR FUNCTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
 - 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (INCLUSIVE OF APPLICABLE TAXES). THAT WILL BE STIPULATED IN THE INVITATION TO BID
 - 1.7. POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL WILL BE ROUNDED OFF TO THE NEAREST TWO (2) DECIMAL PLACES.
 - 1.8. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
 - 1.9. BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORKGOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
 - 1.10. THE DEPARTMENT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
 - 1.11. THE DEPARTMENT MAY ALLOCATE ZERO/MIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED WITH THE RFQ.
 - 1.12. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE
- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
 - 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
 - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILEING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA

- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT

| ANNEXURES | DOCUMENT DESCRIPTION | YES | NO |
|-----------------------|--|-----|----|
| PART A & B | IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED? | | |
| ANNEXURE A | IS THE STANDARD BID DOCUMENT (SBD) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED? | | |
| ANNEXURE B | IS BIDDER'S SWORN AFFIDAVIT - EXEMPTED MICRO ENTERPRISE (EME) - OR QUALIFYING SMALL ENTERPRISE (QSE) - STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SUMERS? | | |
| ANNEXURE C | IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS? | | |
| ANNEXURE D | IS PROOF OF OWNERSHIP BY WOMAN ATTACHED IN THE FORM OF (A) CERTIFIED COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) CERTIFIED COPY OF THE ID-DOCUMENT(S) OF THE WOMAN(E) N, AND (C) CERTIFIED DECLARATION | | |
| ANNEXURE E | IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF (A) CERTIFIED COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) CERTIFIED DECLARATION AND COPY OF IDENTITY DOCUMENTS. | | |
| ANNEXURE F | IS THE LATEST PROOF OR REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. INCLUDING TO CONFIRM IS THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE WOMEN OR BLACK OWNED. INFORMATION AND DETAILS ON WOMEN AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURE C AND D ABOVE. | | |

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN -

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) ("THE INTERIM CONSTITUTION") AND OR
- b) WHO IS A WOMAN, AND / OR
- c) WHO HAS DISABILITY
- 4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.
- 4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".
- 4.4 "A WOMAN" REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN
- 4.5 "DISABILITY" REFERS TO A PERSON WITH A PERMANENT PHYSICAL DISABILITY, MENTAL DISABILITY, AWARENESS DISABILITY, WHICH LEADS TO CONFINEMENT OR DISABILITY, OR THE INABILITY TO PERFORM BODILY FUNCTIONS IN THE MANNER OR WITHIN THE CAPACITY OF A NORMAL PERSON.
- 4.6 "HDI EQUITY OWNERSHIP" REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER, WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.
- 4.7 "BLACK PEOPLE" IS A GENERIC TERM WHICH MEANS AFRICANS, COLOUREDS AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.
- 4.8 "SMALL ENTERPRISE" MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.
- 4.9 "YOUTH" IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE.
- 4.10 "EXEMPTED MICRO ENTERPRISE (EME)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.
- 4.11 "QUALIFYING SMALL ENTERPRISE (QSE)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION
- 4.12 "SPECIFIC GOALS" REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 18086 DATED 23 NOVEMBER 1994.

4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

| | | | | |
|--------------|--------------------|---|-----------|---|
| a) | TENDER PRICE | : | 80 POINTS | |
| b) | WOMEN OWNERSHIP | : | 06 POINTS | } SPECIFIC GOALS - MAXIMUM OF 20 POINTS |
| c) | BLACK OWNERSHIP | : | 12 POINTS | |
| d) | SMMES (EME OR QSE) | : | 02 POINTS | |
| TOTAL | | | | |

4.14 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

4.15 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUDING OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.16 SPECIFIC GOALS

4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

A MAXIMUM OF SIX (06) POINTS WILL BE AWARDED TO A TENDERER WHO IS A WOMAN. EQUITY OWNERSHIP FOR WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY WOMEN -----%

THUS, POINTS AWARDED: $6 \times \frac{\%WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

- a) CERTIFIED COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED
- b) CERTIFIED COPY OF THE ID-DOCUMENT (S) OF THE WOMAN/EN
- c) CERTIFIED DECLARATION
- d) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE WOMAN IS LISTED

4.16.2 % OWNED BY BLACK PEOPLE (BO)
A MAXIMUM OF TWELVE (12) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED: $12 \times \frac{\% BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) CERTIFIED DECLARATION AND COPY OF ID DOCUMENT.
- b) CERTIFIED COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED
- c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

4.17 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME
IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 2 POINTS =
NO = 0 POINT =

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVIT THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

4.18 THE DEPARTMENT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.19 TENDERER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS, HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPFA 05 OF 2000.

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- b) IF TWO OR MORE TENDERES SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

6. DELIVERIES

- a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE DEPARTMENT OF TOURISM (DEPARTMENT) SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE DEPARTMENT MAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE DEPARTMENT MAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE DEPARTMENT MAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE DEPARTMENT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

7.4 DUTY OF CARE

THE DEPARTMENT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL

INFORMATION:
7.5 EXEMPTION FROM LIABILITY
 THE DEPARTMENT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL) AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

| N | e | QUANTITY | AMOUNT |
|---|--|----------|----------------------|
| <p>1. MANDATORY CONDITION</p> <p>The potential service provider must submit the following documents failure it will lead to disqualification</p> <ul style="list-style-type: none"> Valid SASSETA accreditation letter or Valid SASSETA programme approval Proof of office in the province (municipality bill or a lease agreement). <p>2. EVALUATION CRITERIA</p> | 60 | | |
| <p>2.1 Qualifications and experience of key staff members accountable / responsible for this project (Attach CVs of not more than 5 pages per person)</p> <p>Facilitators - Facilitators must attach a facilitator certificate or relevant qualification. The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> Less than 2 CVs for 60 Tourism Monitors = 1. 2 CVs for 60 Tourism Monitors = 3 More than 4 CVs for 60 Tourism Monitors = 5 <p>We will only score the CVs with the relevant certificate or qualification and experience.</p> | <p>Documents to be submitted</p> <p>Attach CV's and copies of professional registration certificates. Please clearly labelled and packaged the facilitator CVs.</p> | 10 | <p>Weight</p> |

| | | | |
|--|---|------------------|--|
| <p>Assessors must be subject matter experts and attach an assessor certificate. The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • 1 CV for 60 Tourism Monitors = 1 • 2 CVs for 60 Tourism Monitors = 3 • More than 3 CVs for 60 Tourism Monitors = 5 <p>We will only score the CVs with the relevant certificate or qualification and experience</p> | <p>Attach CV's and copies of professional registration certificates. Please clearly labelled and packaged the Assessor CVs.</p> | <p>10</p> | |
| <p>Moderators must be registered as moderators. The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • Less than 1 CVs for 60 Tourism monitors = 1 • 2 CVs for 60 Tourism Monitors = 3 • More than 2 CVs for 60 Tourism Monitors = 5 <p>We will only score the CVs with the relevant certificate or qualification and experience</p> | <p>Attach CV's and copies of professional registration certificates. Please clearly labelled and packaged the Moderator CVs</p> | <p>5</p> | |
| <p>Coordinators must have an experience in dealing with project: The following scoring matrix will be used to evaluate this criterion Less than</p> <ul style="list-style-type: none"> • 1 CVs for 60 Tourism Monitors = 1 • 2 CVs for 60 Tourism Monitors = 3 • More than 2 CVs for 60 Tourism Monitors = 5 | <p>Attach CV's Please clearly labelled and packaged the Coordinators CVs</p> | <p>5</p> | |

| 2.2 | Methodology and approach to the project to be undertaken | Documents to be submitted | Weight |
|---|--|--|---------------|
| | <p>Proposed methodology and project implementation plan:</p> <ul style="list-style-type: none"> • Proposal is not likely to address the needs of the assignment = 1 • Proposal provides an overview of the training requirements addresses some areas of the requirements = 3 • Comprehensive proposal addresses all areas of the requirements, and the project scope can be implemented within the timeframes = 5 | <p>Roll out strategy and the project implementation plan</p> | <p>60</p> |
| | <p>Demonstrate how the administrative tasks including paying of tourism monitors allowance will be managed:</p> <ul style="list-style-type: none"> • The admin and payroll system not described in detail and a sample not attached = 1 • The admin and payroll system described in detail and sample not attached = 3 • The admin and payroll system described in detail and a sample attached = 5 | <p>Description and a sample of admin and payroll system</p> | <p>10</p> |
| <p>Only bidders who score at least 80 points out of 100 for the technical information will be considered for further evaluation</p> <p>3. SCOPE OF WORK The training of Tourism Monitors in the National Certificate: in General Security Practices (58577) in Limpopo for a period of 18 months. Which includes : Facilitation</p> | | | |

| | | |
|---|--|--|
| <p>Assessment Internal and External Moderation Sites monitoring</p> <ul style="list-style-type: none"> • Experience in the project management and in managing Tourism Monitors Programme <p>In addition to the above-mentioned training programmes, the successful accredited training provider is further expected to carry out the following:</p> <ul style="list-style-type: none"> • Recruitment and selection of 60 unemployed youth (monitors/ beneficiaries) in consultation with the Department of Tourism and the relevant provincial tourism stakeholders; • Placement of Tourism Monitors in the identified sites/attractions as well as provision of monitoring and support during the rollout of the project; • Medical fitness assessment will be done by a qualified medical assessment practitioner appointed by the Department; • Vetting of beneficiaries will be done in consultation with the South African Police Services (SAPS); • Conduct induction for Tourism Monitors and host employers; • Register Tourism Monitors with SASSETA within the first three (3) months of the commencement of the program; • Training of Tourism Monitors in National Certificate in: General Security Practices should consist of facilitation, coordination, mentoring, assessment, moderation and certification; • Provide conducive venues for training (e.g.) Classrooms and conferences with enough ventilation, tables, chairs and appropriate ablution facilities, and social distancing; • Administer the payment of stipends to beneficiaries and ensure monthly stipends are only paid to those who are actively participating in the programme as evidenced by the attendance registers and other mechanisms (e.g.) Electronic register; • Claims must be supported with valid invoices; • Provision of learning material, stationery and equipment; • Establish the Project Advisory Committee (PAC) and facilitate monthly progress meetings with the identified provincial stakeholders; • Submit monthly and annual reports to the department, as and when required; • Register beneficiaries and ensure payment of Unemployment Insurance Fund (UIF) and Compensation for Occupational Injuries and Diseases Act (COIDA) for the Tourism Monitors | | |
| TOTAL PRICE EXCLUDING VAT | | |
| VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT) | | |
| GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE) | | |

STANDARD BIDDING DOCUMENT (SBD-1) - REQUEST FOR QUOTATIONS

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.



LIZZY MATHOPA

DESIGNATION: CHIEF DIRECTOR: VISITORS SERVICES

DATE: 14/02/23

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

ANNEXURE V: FINANCIAL PROPOSAL OR FINANCIAL OFFER FORM

FULL NAME OF THE BIDDER _____

LIMPOPO PROVINCE

| DESCRIPTION | | PRICE (R'000) |
|--|---|---------------|
| 1. Training of youth (Facilitation, Coordination, Assessment, Portfolio of Evidence and Moderation); NB: for 60 learners Service provider must not quote for training venues the department will be responsible for the payment and the same is applicable for PAC meetings. | <ul style="list-style-type: none"> Includes Training Material (Learner guide, learner workbook and logbook and other related training material including stationery. | R |
| Administration NB: for 60 youth | Administration services including <ul style="list-style-type: none"> Courier Services Bank service fee and charges Registration of Tourism Monitors with PSIRA and compliance Accounting fees (payroll system) | R |
| 2. Project Management | <ul style="list-style-type: none"> Managing of daily activities for the duration of the project Payment of monthly stipends (to be communicated with the successful bidder) to 100 learners, UIF and COIDA (administrative costs) Administration of daily, monthly and quarterly attendance registers through the entire programme | R |
| TOTAL (EXCLUDING VAT) | | R |
| VAT - 15% | | R |
| TOTAL BID PRICE (INC VAT) | | R |

BID NUMBER: APPOINTMENT OF ACCREDITED TRAINING SERVICE PROVIDERS TO MANAGE THE IMPLEMENTATION OF TOURISM MONITORS PROGRAMME IN LIMPOPO, NORTH WEST, FREE STATE, NORTHERN CAPE, EASTERN CAPE, MPUMALANGA, GAUTENG, KWAZULU-NATAL, WESTERN CAPE PROVINCES AND, ACSA, EZEMVELO, ISIMANGALISO SANBI FOR A PERIOD OF EIGHTEEN (18) MONTHS. THIS FORM MUST BE SUBMITTED IN A SEPARATE ENVELOPE.


 SIGNED BY: _____
 DESIGNATION: **Chief Director**
 DATE: **14/02/23**



**ANNEXURE A
 BIDDER'S DISCLOSURE**

SBD4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
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| | | |
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| | | |
| | | |
| | | |

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**ANNEXURE A
BIDDER'S DISCLOSURE**

SBD4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

² 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.



**ANNEXURE A
 BIDDER'S DISCLOSURE**

SBD4

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

ANNEXURE B
SWORN AFFIDAVIT – FOR BOTH EMERGING MICRO ENTERPRISES (EME) AND
QUALIFYING SMALL ENTERPRISE (QSE)

| | | |
|--|------------|--|
| Please Confirm, by ticking the applicable box. | EME | |
| | QSE | |

I, the undersigned,

| | |
|--------------------------------|--|
| Full name & Surname | |
| Identity number | |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Director of the following enterprise and am duly authorised to act on its behalf:

| | |
|--|--|
| Enterprise Name: | |
| Trading Name (If Applicable): | |
| Registration Number: | |
| Enterprise Physical Address: | |
| Type of Entity (NPO, PBO etc.): | |
| Nature of Business: | |
| Definition of “Black People” | <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p style="margin-left: 40px;">(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p style="margin-left: 40px;">(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p style="margin-left: 80px;">i. Before 27 April 1994; or</p> <p>On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p> |

NOTE: POINTS FOR SMME (EME AND OR QSE) CAN ONLY BE ALLOCATED WHEN THIS FORM IS COMPLETED AND RETURNED WITH THE RFQ/RFP.

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Woman Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

ANNEXURE B

**SWORN AFFIDAVIT – FOR BOTH EMERGING MICRO ENTERPRISES (EME) AND
QUALIFYING SMALL ENTERPRISE (QSE)**

- **EME:** Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
 - **QSE:** Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue/Allocated Budget/Gross Receipts was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. **The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.**

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp