

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 documentary 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 **02 May 2023 at 11H00AM** will not be considered – (will be disqualified and recorded as received late)

**NOTE :**

- ✓ All completed and signed documents should be returned and submitted with bidders written price quotation covering the RFQ scope of work and proposal to the following email address: [quotationsscm@tourism.gov.za](mailto: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



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

## PART A REQUEST FOR QUOTATIONS (RFQ)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)</b>					
RFQ NUMBER:	DM305/23	CLOSING DATE:	02-05-2023	CLOSING TIME:	11H00AM
DESCRIPTION	<b>APPOINTMENT OF A SUITABLE, QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF TOURISM TO DEVELOP A CONCEPT FOR THE WATERBERG BIODIVERSITY ECONOMY</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS</b>					
<b>PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA</b> <b>NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT EMAIL OR PHYSICAL ADDRESS ON BEFORE THE CLOSING DATE AND TIME.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON	Floid Chauke	
TELEPHONE NUMBER			TELEPHONE NUMBER	012 444 6458	
E-MAIL ADDRESS			E-MAIL ADDRESS	Fchauke@tourism.gov.za	
<b>SUPPLIER INFORMATION</b>					
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 [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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.					

## 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 SEND TO [quotations@tourism.gov.za](mailto:quotations@tourism.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. BIDDER'S 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/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE 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 BID SUBMISSION / RFQ WILL EVALUATED IN LINE WITH THE SET CRITERIA OR FUNTIONALITY (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/RFQ.
- 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 ACT NO 5 OF 2000 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 WORK/GOODS/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/NIL 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](http://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 DECRPTION	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 (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS PROOF OF OWNERSHIP BY WOMAN SUBMITTED.		

	<p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY <b>PROOF OF REGISTRATION OF THE COMPANY</b> WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF THE WOMAN OR WOMEN; AND</p> <p>iii. A <b>CSD FULL REPORT</b> AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
<b>ANNEXURE C</b>	<p>IS PROOF OF <b>OWNERSHIP BY BLACK PERSON (S)</b> SUBMITTED.</p> <p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY <b>PROOF OF REGISTRATION OF THE COMPANY</b> WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF BLACK PERSON(S) ; AND</p> <p>iii. A <b>CSD FULL REPORT</b> AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
<b>ANNEXURE D</b>	<p>QUALIFYING EXEMPTED MICRO ENTERPRISE (EME) – AND OR QUALIFYING SMALL ENTERPRISE (QSE) – MUST SUBMIT A VALID B-BBEE SWORN AFFIDAVIT (<b>VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER</b>) ACCOMPANIED BY CIPS BUSINESS REGISTRATION AND SHARE CERTIFICATE. IN CASE OF <b>JOINT VENTURE TO CLAIM POINTS</b>, A CONSOLIDATED B-BBEE CERTIFICATE ISSUED BY AN ACCREDITED VERIFICATION AGENCY, IRRESPECTIVE OF THE SIZE OF THE COMPANIES INVOLVED IN A JOINT VENTURE MUST BE SUBMITTED. THE DEPARTMENT <b>CANNOT ACCEPT JOINT VENTURE</b> AFFIDAVIT.</p>		
<b>ANNEXURE E</b>	<p>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?</p>		

#### 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, COLOURED 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. 16085 DATED 23 NOVEMBER 1994.

#### 4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

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

**TOTAL 100 POINTS**

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 (INCLUSIVE 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.

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

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

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 MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE B ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

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

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

##### 4.16.2 % OWNED BY BLACK PEOPLE

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. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE C ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

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

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



#### 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? **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE D ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

YES = 2 POINTS

NO = 0 POINT

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 INFORMATION ON THE DETAILED **CSD FULL REPORT (DIRECTORS / SHAREHOLDERS)** SHOULD BE THE SAME AND SUPPORTED BY COPIES OF IDENTITY DOCUMENTS AND COMPANY REGISTRATION DOCUMENTS / SHAREHOLDER CERTIFICATES.

#### 5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- 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;
- 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

- 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
- 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
- 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

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	Appointment of a suitable, qualified and experienced service provider to assist the department of tourism to develop a concept for the Waterberg biodiversity economy	1	
	TOTAL PRICE EXCLUDING VAT		
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
	GRAND TOTAL INCLUDING VAT ( TOTAL BID OR RFQ PRICE)		

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.



**NAME AND SURNAME:** Dr Ngwako Sefoko

**DESIGNATION:** DIRECTOR

**DATE:** 19/04/2023

SIGNATURE OF BIDDER:.....

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

DATE:.....

# **TERMS OF REFERENCE FOR APPOINTMENT OF A SUITABLE, QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF TOURISM TO DEVELOP A CONCEPT FOR THE WATERBERG BIODIVERSITY ECONOMY**

## **1. BACKGROUND AND RATIONALE**

In the drive to keep tourism infrastructure abreast of demand (and changes in demand), project preparation has been identified as a key shortcoming. This phenomenon is not unique to the tourism sector. In view of the gap in project preparation, the Department of Tourism has decided to avail tourism concept development services to assist municipalities and communities in certain cases, i.e., where the scale of development and scope of benefits are deemed to be significant.

In 2017/18, the Department of Tourism assessed that the identified tourism nodes, as defined geographic areas, lacked comprehensive and coordinated plans to guide their growth and development. Thus, the general rationale for the development and implementation of master plans is based on the context that while provinces have tourism development strategies and initiatives in their plans, most are not supported by sound concepts and feasibility studies, which often hampers funding and investment promotion efforts. On the other hand, the development of products without clear concepts and feasibility or packaging often leads to white elephants, wasted resources, and lost opportunities.

### **Tourism master planning**

To this end, from 2018/19 to 2019/20, the Department developed Tourism Master Plans in four Tourism Corridors in the Northern Cape and Eastern Cape to: (i) increase domestic tourism expenditure (revenue), (ii) enhance domestic tourism volume, and (iii) improve the measures and efforts aimed at addressing seasonality and equitable geographical spread, and to enhance the level of the culture of tourism/travel among South Africans.

Moreover, the main goal of these master plans is to provide long term strategic direction and guidance to oversee the systematic development and growth of the above-mentioned tourism corridors as geospatial tourism destinations in a manner that is economically, socially and environmentally sustainable. Such goal will ensure that the needs of residents, tourists, investors and other relevant stakeholders are met, as outlined in the broader sustainable development context.

### **District Development Model approach**

Although a tourism masterplan was never developed for the Waterberg region, the region has been selected as one of the District Development Model (DDM) pilots from which joint planning, budgeting and implementation lessons will be deduced. The DDM, as a new integrated district-based approach, was initiated in August 2019 has been presented, approved and adopted by all key stakeholders in August 2019 as the new approach to enhance service delivery across the State and its Entities. The main aim of the model is to improve the coherence and impact of government service delivery and development. The model aims at maximising impact whilst capitalising on opportunities by crowding in public, private and not for profit investments to a district locality, in an all-inclusive manner as directed by joint district implementation plans. In addition, the new model seeks to utilise the existing legal framework and implementation machinery, which includes the Intergovernmental Relations (IGR) Framework Act.

The DDM is being implemented through a whole of government Single Joined-Up plans (or the One Plan). Such a plan will take the form of prioritised spatial expressions over the long term and will be divided into 5 and 10-year implementation plans supported by annual operation plans



The Tourism sector has taken the DDM process seriously, as a coherent government mechanism to accelerate service delivery. Based on the above backdrop and as a continuation of work completed in the 2020/21 financial year, the Department of Tourism has focused on incorporating prioritised initiatives from tourism spatial masterplans into the One Plans for the following district municipalities; Waterberg District, Namakwa District, Pixley Ka Seme Districts, eThekweni Metro, and O.R Tambo District.

In view of the key recommendations made by the Department of Tourism (NDT) during the 2021/22 financial year, Tourism Concepts now need to be outlined, which begin to operationalise the Tourism Master Plans, and in turn, the One Plans. As a response, the Waterberg Biodiversity Economy Concept is one such initiative as means to operationalise the Waterberg DDM One Plan.

### **The National Biodiversity Economy Strategy and its implementation**

The National Biodiversity Economy Strategy (NBES) of 2017 and reviewed in 2022, as incorporating the National Botanical Garden Expansion Strategy, was developed to guide the sustainable growth of the wildlife, bioprospecting industries, and ecotourism to provide a basis for addressing constraints to growth, ensuring sustainability, identifying clear stakeholder's responsibilities and monitoring progress of the enabling actions. South Africa is the third most biodiverse country in the world, with 2% of the world land area, 10% of the world's plants, 7% of the world's reptiles, birds and mammals, and 15% of the world's coastal and marine species (Veltman & Koena, 2020). The South African biodiversity economy comprise of the businesses and economic activities that either directly depend on biodiversity for their core business or that contribute to the conservation and promotion of biodiversity through their activities. Despite South Africa having an incredibly rich diversity of genetic and biological resources, the biodiversity economy has not reached its full potential.

Ecotourism is one among the three key components of the biodiversity economy alongside wildlife and bioprospecting. The latter two components have already demonstrated potential for significant future development and growth, whereas ecotourism remains largely under-studied, under-developed, with its potential yet to be unlocked. Ecotourism development requires positive link between environmental, economic and socio-cultural sustainability on the one hand and financial stability on the other (Weaver, 2008). Biodiversity initiatives, including those led by NDT need to be strengthened, accelerated and leverage from each other. Ecotourism is largely regarded as a niche market within the broader tourism market due to its focus on conservation, communities and education. Despite no clear quantitative data, anecdotal evidence indicates that there is potential growth for the ecotourism market in South Africa due to a variety of factors. Therefore, the potential growth for the ecotourism sector in the region needs be assessed, with the region positioned as a domestic and international ecotourism destination of choice. In addition, one of the recently highlighted travel and tourism trend post Covid-19 at ITB 2023 is ecotourism as part of sustainable travel packaging.

### **Waterberg Biodiversity Region/Corridor**

Among many biodiversity accolades, Limpopo has been identified as an area with the highest number of potential species to cultivate. The Waterberg Biodiversity Region prides itself on natural endowments, specifically the flora and landscapes. This translates into rich mix of biodiverse species. Thus, the region can cater for tourists seeking nature-based experiences and may also offer a rare opportunity of study unique nature ecosystems. Due to its attractive flora and fauna biodiversity. This lends itself into an ecotourism experience that leverages on unique biodiversity resources such as the biosphere.

In light of the above, Waterberg Biodiversity Region is an asset that can be enhanced and marketed to

visitors. The region demonstrates great potential to develop as a nature and biodiversity destination, but these activities require packaging and clustering. Therefore, it is important to encourage and facilitate the development of attractive add-on activities and services and target a market that does not place the highest priority on ease of access and formal accommodation, but rather seeks different 'off the beaten track' experiences.

It is important to emphasise the integrated development expectations of the concept to be developed:

- While this is a biodiversity tourism destination concept, it must be located within an integrated economic development framework. It should clearly identify linkages with other economic potential areas without setting out to develop these.
- While not seeking an overdeveloped destination, the concept should optimise development of the region's biodiversity potential. At the same time, it should maximise the ownership/control/participation of the owning community. Where outside private investment is required, this imperative should remain paramount.

In developing DDM One Plans, Department of Cooperative Governance, Department of Tourism, and Waterberg District Municipality have partnered through the LED Forum to **develop a concept for the Waterberg Biodiversity Economy concept.**

## 2. OBJECTIVE

The Department seeks to appoint a service provider (single company or joint venture) to provide the following concept development facilitation in respect of the Waterberg Biodiversity Economy, as guided by transformative enabling interventions for the ecotourism sub-sector contained in the revised NBES.

## 3. SCOPE AND EXTENT OF WORK

The role of the Service Provider is to assist the Department with the development a concept for the Waterberg Biodiversity Economy with specific focus on the following elements:

- Assess the core eco-tourism and broader biodiversity economy and their related and influencing initiatives, activities, services, and facilities. These may include, but not limited to the assessment and conceptualisation of a multi-purpose botanical garden, conservation research programme, based on a combination of tourism, science and empowerment, etc.
- Conceptualise a visitor center/Exploratorium experience within a botanical garden environment for engaging with such unique regional flora;
- Develop the tourism experience concept and strategy:
  - Tourism inventory analysis (geo-referenced, mapped, categorised)
    - Existing/developed experiences and products
    - Identify underdeveloped and un-developed experiences and products with commercial biodiversity potential, such as attractions, activities, events, etc.
  - Develop goals for the development:
    - At least three (3) planning/implementation horizons (e.g., 3 years, 5 years, 10 years)
    - Development of products, activities, visitation, etc.
- Spatial Development plan:
  - A spatial concept (geo-mapped and other schematic elements) – tourist aspects as well as infrastructure (existing, and priority for development; all database tables to be included and consulted with the Department);

- An analysis of critical infrastructure requirements and gaps, geo-referenced and mapped, as well as timeframes/roadmap for implementation;
- A narrative/technical description for each element (or group of elements);
- Tabulate all development approvals required (e.g. Environmental Impact Authorisations) and all other statutory requirements, together with their timeframes and responsible entities.
- Map initiatives to achieve Sustainable Development Goal (SDG) 15: Life on Land.
- Outline agreed management and maintenance modalities: a basic outline of a special purpose vehicle/s for operations, with clear roles and benefits, including commercial benefits, socio-economic re-investment, etc.
- Marketing plan/strategy:
  - Identify all aspects of the biodiversity marketing strategy, including product: market segmentation (age, origins, etc.); consumption behaviours (timing, spend patterns etc); any niche aspects to the potential offerings;
  - Tabulate the marketing mix – marketing channel/s and platforms; delivery mechanisms; timing, target audiences, etc.;
  - Identify elements of the brand that is consistent with the region/provincial brand.
- Tourism investment and opportunities plan:
  - Identify other socio-economic and environmental initiatives/opportunities that can be included in a broader developmental approach:
    - Tourism related (e.g. spa/massage treatments, etc.)
    - Arts & crafts
    - Linkages with other economic development potential (e.g. facilities or activities that are unrelated to tourism, but that could use similar physical facilities)
    - Environmental awareness for locals and tourists
  - Outline aspects for development pertaining to a social enterprise approach or opportunities
  - Identify enterprise and capacity development needs, together with potential solutions.

**NOTE:** above analysis and concept to be developed at a regional (Waterberg District), destination (e.g., Marakele National Park as part of the Waterberg Biosphere), and site (e.g., Mokopane Botanical Gardens/Exploratorium) levels.

#### 4. DELIVERABLES AND PERFORMANCE MEASURES

The project deliverables for the development of the concept include:

- |   |                   |
|---|-------------------|
| ○ Inception Report:   | 31 June 2023      |
| ○ draft Concept Framework, Destination Analysis, and Tourism Spatial Development Framework: | 30 September 2023 |
| ○ Tourism Infrastructure Investment Framework and Stakeholder Consultation Report:          | 30 November 2023  |
| ○ draft Concept Report:   | 31 December 2023  |
| ○ Tourism Experience and Market Development Strategy  | 30 January 2024   |
| ○ Final Concept Development Report, with Implementation Plan:                               | 10 March 2024     |
| ○ Project Closeout Report:  | 28 March 2024     |

All content and reports should be provided in an easily accessible language, and in standard, editable Microsoft applications as relevant.

## 5. TEAM COMPOSITION, SKILLS AND EXPERIENCE

The selected service provider must meet the following requirements:

- Proven track record in tourism destination development, management and marketing;
- General understanding of local economic development frameworks;
- Knowledge and experience in environmental and biodiversity processes;
- Knowledge and experience in public participation processes;
- Expertise in town and regional spatial planning and GIS services; and
- Expertise in Project management.

Service providers may establish a consortium to draw from the expertise of other suppliers – any such arrangements should be included in the proposal.

## 6. EVALUATION OF QUOTATION

### First stage: Technical

Requirement(s)	Points
1. Clear outline of project methodology, showing insight and experience beyond the TOR	20
2. Proven track record of similar or relevant work in tourism development, management, and marketing ( <i>attach at least 3 contactable references</i> )	25
3. Knowledge and experience in environmental and biodiversity assessments	15
4. Experience in Stakeholder Facilitation/Public Participation processes, as well as relevant knowledge of local economic development frameworks across all three spheres of government	15
5. Expertise in town and regional spatial planning, GIS services	15
6. Expertise in project management	10
Minimum threshold on technical evaluation is <b>70 points</b> ( <i>bidders not meeting this threshold will be disqualified</i> ).	

### Second stage: Price/BBBEE

Contract will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (R502: Preferential Procurement Regulation, June 2011 Gazette Number 34350).

AREA	POINTS
Price	80
Preference/BBBEE Points	20

## 7. TIMING OF ASSIGNMENT

All work is to be carried out in accordance with the time schedule as agreed with the Programme Manager. The overall assignment is envisaged to be completed over a period of ten (10) months (June 2023 to March 2024).



## **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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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<sup>1</sup> 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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.	<b>EME</b>	<input type="checkbox"/>
	<b>QSE</b>	<input type="checkbox"/>

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

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:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (NPO, PBO etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<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 style="margin-left: 40px;">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