



Visit • Work • Play

## Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Reg. No. 2003/009873/08

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

P.O Box 7776  
Johannesburg  
South Africa  
2000

Tel +27 11 779 0200  
[www.joburgtourism.com](http://www.joburgtourism.com)

### REQUEST FOR QUOTATION

<b>RFQ NUMBER</b>	<b>JTC004/2025-26 (readvertisement)</b>
<b>DESCRIPTION: REQUEST FOR QUOTATIONS FROM QUALIFIED, REGISTERED AND QUALIFIED SERVICE PROVIDERS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR FAMILIARISATION TOURS FOR DELEGATES AND TOURISM STAKEHOLDERS FOR ELEVEN (11) DIFFERENT PROJECTS Q1 PROJECT A-G &amp; Q2 PROJECT A-D FAMILIARISATION TRIPS PLANNED TO TAKE PLACE FROM 10 SEPTEMBER 2025- 31 NOVEMBER 2025.</b>	

<b>Date of advertisement:</b>	<b>02 September 2025</b>
<b>Closing date:</b>	<b>05 September 2025</b>
<b>Closing time:</b>	<b>10H00</b>
<b>Condition of Award:</b>	Qualifying bidders are required to ensure all the below documents are available before appointment: <ul style="list-style-type: none"><li>▪ Vehicle/s to be used must have valid Road Transportation Permit/ Operating License.</li><li>▪ Valid passenger liability insurance.</li><li>▪ Drivers' valid Public Driving Permit (PDP)</li><li>▪ Valid Accreditations for Tourist Guide for guiding/guided tours</li></ul>
<b>Briefing meeting date (if applicable)</b>	<b>None</b>
<b>Quotations <u>MUST</u> be physically deposited in the RFQ box at:</b> <b>4<sup>th</sup> Floor Joburg Tourism Company Offices</b> <b>Sandton Library Offices</b> <b>Nelson Mandela Square</b> <b>West Street, Sandton</b>	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number and must be addressed to:  <b>THE ACCOUNTING OFFICER</b> <b>JOHANNESBURG TOURISM COMPANY</b>



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		Quotations will be opened at the latter address at the time indicated and <b>no late submissions will be received.</b>
<b>Procurement Enquiries</b>	<a href="mailto:sphiwem@JoburgTourism.com">sphiwem@JoburgTourism.com</a>	Tel: (011) 779 0200
<b>Technical Enquiries</b>	<a href="mailto:Dumisanis@joburgtourism.com">Dumisanis@joburgtourism.com</a>	Tel: (011) 021 7422

## RFQ CHECKLIST (TO BE COMPLETED LAST)

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

Item	Tick	Remarks
<b>Pricing Schedule</b>		
Quoted per line item		
Each line item shows unit price		
Total shown per line item per quantity		
Additional quotation on company letter head attached		
All items quoted		
Total prices correspond with each item quoted		
All accommodation prices quoted as per <b><i>maximum allowable rates for accommodation as per “National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals” (refer to attached “Annexure A” page 50-56)</i></b>		
<b>Compliance Documents</b>		
Attached copy of Road Transport Permit/Tour Operating License (condition of award document).		
Attached copy of valid passenger liability insurance (condition of award document).		
Attached copy of valid accreditations for Tourist Guide (condition of award document).		
Attached copy of Drivers' valid Public Driving Permit (PDPs) for driver/s (condition of award document).		
<b>Returnable Documents</b>		
Completed and signed form of pricing schedule (Compulsory document/s)		
Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)		
Declaration on State of Municipal Accounts		
Current/recent CSD report of the bidder (not older than 3 months) (Compulsory document/s)		
Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s		
Valid copies of all mandatory documents (Compulsory document/s)		

## **RETURNABLE DOCUMENTS**

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s
6. Valid copies of all mandatory documents

## **DISQUALIFICATION CRITERIA**

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

## **CONDITIONS OF AWARD**

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
5. Proof of public /passenger liability insurance
6. Provide valid Public Operating License/Road Transport Permit for vehicle/s that will be used.
7. Provide Drivers' valid Public Driving Permit (PDPs) for drivers.
8. Provide valid accreditations for Tourist Guide for any guiding/guided tours.

## ENTITY DETAILS

<b>Entity Type</b>	<b>Private</b>	<b>Partnership</b>	<b>Close Corporation</b>		<b>Sole Proprietor</b>
	<b>Other (Specify)</b>				
<b>Entity Name</b>	<b>Legal Name:</b>				
	<b>Trading as:</b>				
<b>Entity Registration Number</b>					
<b>City of Johannesburg/ JTC Vendor Registration Number (if already have)</b>					
<b>National Treasury Central Supplier Database number: (Compulsory)</b>					
<b>Entity Street Address</b>					
	<b>Postal Code:</b>				
<b>Contact Details of the Person Representing the Entity</b>	<b>Name</b>	:			
	<b>Telephone:</b>	:			
	<b>Cell phone:</b>	:			
	<b>E-mail address</b>	:			
<b>Income Tax Number</b>					
<b>VAT Reference Number (if applicable)</b>					

## **SCHEDULE OF PRICES/ RATES:**

### **QUOTATION DESCRIPTION:**

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

#### **Quarter 1: July – September 2025**

- **Q1 Project A: Various Projects Hosting Requirements Q1-Q2 10 September 2025 – 31 November 2025**
- **Q1 Project B: Urban 20 (U20) Technical Tour of the Inner-City 12 September 2025**
- **Q1 Project C: M20 Summit Media Tour 18-19 September 2025**
- **Q1 Project D: DSTV Delicious International Food & Music Festival Media Tour 19 September 2025**
- **Q1 Project E: Tourism Month Media Launch Tour 26 September 2025**
- **Q1 Project F: Africa Heritage Forum Partnership Tour 25-26 September 2025**
- **Q1 Project G: Joy of Jazz Festival 2025 Media & Content Creation Tour 26 September 2025**

#### **Quarter 2: October – December 2025**

- **Q2 Project A: SA Concierge Conference Forum Delegates Tour 02 October 2025**
- **Q2 Project B: Tourist Guides FAM Trip 23-24 October 2025**
- **Q2 Project C: Women Creating Wealth Entrepreneurship 2025 Summit Post Tour 15 October 2025**
- **Q2 Project D: Civic Tech Innovation Forum 2025 23 October 2025**

<b>Pricing</b>	<b>(R)</b>
<b>Sub Total Price</b>	
<b>Vat 15% (if applicable)</b>	
<b>Total Quoted Price (Inclusive of Vat)</b>	

### **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 offer in whole, in part or not at all**

3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above
5. **NO PRICE INCREASES/ADJUSTMENTS WILL BE CONSIDERED.**
6. All purchases will be made through an official purchase order form; therefore no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
7. **JOHANNESBURG TOURISM COMPANY WILL NOT MAKE ANY UPFRONT PAYMENTS AND TENDERERS MUST ENSURE THAT THEY HAVE SUFFICIENT CASH FLOW TO COVER THE PROVISION OF THE GOODS/SERVICES**
8. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.
9. All prices must be quoted in South African currency (SA rand), all applicable taxes included
10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.
11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication
13. Prices quoted must be all inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.
14. The successful company must provide labour for off-loading/delivering.
15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations. Proof must be provided that forward

Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.
18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation
20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS
21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company
22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

**VALIDITY OF RFQ: 30 DAYS**

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

**SIGNATURE**\_\_\_\_\_

**NAME**\_\_\_\_\_



**BRIEF OVERVIEW**

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

**Quarter 1: July – September 2025**

- Q1 Project A: Various Projects Hosting Requirements Q1-Q2 10 September 2025 – 31 November 2025
- Q1 Project B: Urban 20 (U20) Technical Tour of the Inner-City 12 September 2025
- Q1 Project C: M20 Summit Media Tour 18-19 September 2025
- Q1 Project D: DSTV Delicious International Food & Music Festival Media Tour 19 September 2025
- Q1 Project E: Tourism Month Media Launch Tour 26 September 2025
- Q1 Project F: Africa Heritage Forum Partnership Tour 25-26 September 2025
- Q1 Project G: Joy of Jazz Festival 2025 Media & Content Creation Tour 26 September 2025

**Quarter 2: October – December 2025**

- Q2 Project A: SA Concierge Conference Forum Delegates Tour 02 October 2025
- Q2 Project B: Tourist Guides FAM Trip 23-24 October 2025
- Q2 Project C: Women Creating Wealth Entrepreneurship 2025 Summit Post Tour 15 October 2025
- Q2 Project D: Civic Tech Innovation Forum 2025 23 October 2025

## SCOPE OF WORK/TERMS OF REFERENCE

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

### PROJECT A:

**QUARTER 1 PROJECT A: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR VARIOUS PROJECTS HOSTING REQUIREMENTS Q1-Q2 10 SEPTEMBER 2025 – 31 NOVEMBER 2025**

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for various projects hosting requirements for Quarter 1 – 2 from 10 September 2025 – 31 November 2025. JTC will host several visitors and stakeholders on various dates and changes on dates to be confirmed with the appointed services provider between the month of 10 September 2025 – 31 November 2025.	
Standard Room Bed & Breakfast Accommodation Vouchers (Tourism Grading Council of South Africa (TGCSA) graded hotel within the City of Johannesburg Metro)  Check In: 26 September 2025 Check out: 27 September 2025 Bed & Breakfast <b><i>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals (refer to attached “Annexure A” page 50-56</i></b>	12
Apartheid Museum Entrance Fee (Adult)	80
Constitution Hill Entrance Fee (Adult)	80
Liliesleaf Farm Museum Entrance Fee (Adult)	80
Mandela House Museum Entrance Fee Museum (Adult)	80
City Sightseeing Red Bus Adult Tickets	80

City Sightseeing Red Bus & Soweto Extension Adult Tickets	25
South African National Museum of Military History (Adult Tickets)	25
Sci-Bono Discovery Centre (Adult Tickets)	30
Full Day City Sightseeing Exclusive Red Bus Hire <b>25 September 2025</b>	1
Full Day City Sightseeing Exclusive Red Bus Hire <b>22 November 2025</b>	1
Full Day City Sightseeing Exclusive Red Bus Hire <b>23 November 2025</b>	1
Street Art Walking Tour & Amapiano Experience with Jozi Triangle	5
Lunch at Proud Mary Restaurant Set Menu for Lunch +2 Soft drinks or equivalent restaurant <b>18 September 2025</b>	12
Full Day 60-Seater Bus or equivalent (air-conditioned buses meeting-high end standard with tour guiding microphone and audio system) <b>22 November 2025</b>	3
2 Day Full Day 22-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system) <b>18-19 September 2025</b>	1
Accredited Tourist Guide Full Day <b>18 September 2025</b>	1
Accredited Tourist Guide Full Day <b>19 September 2025</b>	1
Accredited Tourist Guide Full Day <b>22 November 2025</b>	3
Story Telling & Wine Tasting Experience with Luc Mo Wines Fee	10
Mapatiza Mine Experience Tour Entrance Fee (Adult)	10
Gautrain OR Tambo Airport to Sandton Return Transfer Cards	20

## PROJECT B:

### QUARTER 1 PROJECT C: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR URBAN 20 (U20) TECHNICAL TOUR OF THE INNER-CITY 12 SEPTEMBER 2025

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for the Urban 20 (U20) Technical tour of the Inner-city on the 12 September 2025. The City of Johannesburg (CoJ) will be hosting the U20 Summit in September 2025 and ensuring a state of readiness for the G20 Summit in November 2025, a momentous global event that demands high level services. To operator to ensure that they provide high level services.	
<b>Tour operator is required to provide the following:</b>  Half Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	3
Accredited Experienced Tourist Guide (Experienced in guiding for Very Important People (VIP))	3
Bottled Still Water 500ml	180

## PROJECT C:

### QUARTER 1 PROJECT B: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR M20 SUMMIT & BRAND SA MEDIA TOUR 18-19 SEPTEMBER 2025 (DATE SUBJECT TO CHANGE)

Description	Quantity
Tour operator is required to facilitate a 2 -days tour operating and guiding services for M20 & Brand South Africa media tour 18 -19 September 2025 (Exact date TBC with appointment tour operator). JTC in collaboration with Brand SA will host senior journalist from continent as part of G20 precursor summit. Tour operators are required to provide and facilitate the following services. A high standard tour is required for this summit.	

1 Day Full day Transportation in a 14-seater or equivalent vehicle/s (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	1
City Sightseeing Red Bus Soweto Extension Tour Adult Tickets	11
Lunch at 1947 on Vilakazi Street (Main Meal + 2 Soft Drinks)	11
Nelson Mandela House Entrance Fee	11
Inside Out Centre for the Arts Entrance Fee	11
Lunch at River Park Café in Alexandra (main meal +2 soft drinks)	11
Liliesleaf Farm Entrance Fee	11

#### **PROJECT D:**

#### **QUARTER 1 PROJECT D: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR DSTV DELICIOUS INTERNATIONAL FOOD & MUSIC FESTIVAL MEDIA TOUR 19 SEPTEMBER 2025**

<b>Description</b>	<b>Quantity</b>
Tour operator is required to facilitate and provide tour operating services for the DStv Delicious International Food & Music Festival Media tour scheduled for 19 September 2025. JTC in collaboration with different media house will host several international and local journalists on a tour of Johannesburg. A tour operator is required to provide high level services for the tour as per requirements.	
Tour operator is required to provide the following services:  Full Day Transportation 14-seater or equivalent vehicle/s (air-conditioned vehicle/s meeting- high end standard)	1
Entrance Fee Liliesleaf Museum (Adult Tickets)	12
Lunch at Proud Mary Restaurant Set Menu for Lunch +2 Soft drinks or equivalent restaurant	12
Entrance Fee (Adult) at The Museum of Illusions Johannesburg	12
Accredited Experienced Tourist Guide (Experienced in guiding Very Important People (VIP))	1

## PROJECT E:

### QUARTER 1 PROJECT E: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TOURISM MONTH MEDIA TOUR 26 SEPTEMBER 2025

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for the tourism month media tour scheduled to take place on 26 September 2025.	
Tour operator is required to provide the following: <ul style="list-style-type: none"><li>City Sightseeing Red Bus Adult Tickets</li></ul>	50
<ul style="list-style-type: none"><li>Bottled Still Water 500ml</li></ul>	60

## PROJECT F:

### QUARTER 1 PROJECT F: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR AFRICA HERITAGE FORUM PARTNERSHIP 25-26 SEPTEMBER 2025

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for the Africa Heritage Forum Partnership schedule to take place in 25-26 September 2025.	
<b>Tour operator is required to provide the following:</b> Half Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	3
Accredited Experienced Tourist Guide (Experienced in guiding for Very Important People (VIP))	3
Bottled Still Water 500ml	150

## PROJECT G:

**QUARTER 1 PROJECT G: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR Q1 PROJECT F: JOY OF JAZZ FESTIVAL 2025 MEDIA & CONTENT CREATION TOUR 26 SEPTEMBER 2025**

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for Joy of Jazz Festival 2025 Media & Content Creation Tour scheduled to take place on 26 September 2025 (Date subject to change)	
<b>Tour operator is required to provide the following services:</b> Full Day Transportation 14-seater or equivalent vehicle/s (air-conditioned vehicle/s meeting- high end standard)	1
Entrance Fee (Adult Fee) at Mandela House	11
Entrance Fee & 360-degree Platform viewing Fee at Soweto Towers (Adults)	11

## QUARTER 2

### PROJECT: A

**QUARTER 2 PROJECT A: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR SA CONCIERGE CONFERENCE FORUM DELEGATES TOUR 02 OCTOBER 2025**

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for The SA Concierge Conference Forum Delegates Tour 02 October 2025.	
Full Day 32-seater s or equivalent vehicle/s (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	1
Entrance Fee (Adult) at Alder Museum of Medicine	22
Entrance Fee (Adult) Liliesleaf Museum	22
Lunch Sakhumzi Zoo Lake (Main Meal + 2 Soft Drinks)	22

### PROJECT B:

**QUARTER 2 PROJECT B: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR A 2 DAY TOURIST GUIDES FAM TRIP 23-24 OCTOBER 2025.**

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for a 2-Day Tourist guides fam trip 23-24 October 2025	
<b>Tour operator is required to provide the following services:</b> 2 Day transportation 22-seater vehicle/s or equivalent	1



(air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	
Accredited Experienced Tourist Guide (Experienced in guiding Very Important People (VIP)) – Full day Guide	2
Entrance Fee (Adult) at Inside Out Centre for the Arts	12
Entrance Fee (Adult) at Alder Museum of Medicine	12
Lunch at Olives & Plates Wits Club and Conference Restaurant - main meals & grills +2 soft drinks or equivalent	12
Fees Bicycle Tour with Book Ibhoni	12
Entrance Fee Soweto Ekhayalempilo Cultural Village	12
Entrance fee Eyethu Heritage Hall	12
Lunch Just Badela – main meals + 2 soft drinks	12

## PROJECT C:

### QUARTER 2 PROJECT C: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WOMEN CREATING WEALTH ENTREPRENEURSHIP 2025 SUMMIT POST TOUR 15 OCTOBER 2025

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for Women Creating Wealth Entrepreneurship 2025 Summit Post Tour 15 October 2025	
<b>Tour operator is required to provide the following services:</b> Full Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	1
Entrance Fee Entrance Fee Liliesleaf Museum	50
Bottled Water Still 500ml	50

**PROJECT D:**

**QUARTER 2 PROJECT D: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR CIVIC TECH INNOVATION FORUM 2025 23 OCTOBER 2025**

Description	Quantity
Tour operator is required to facilitate and provide tour operating services for the Civic Tech Innovation Forum 2025 23 October 2025.	
<b>Tour operator is required to provide the following services:</b> Full Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	1
Entrance Fees National Museum of Military History	70

## EVALUATION CRITERIA

Evaluation will be undertaken using the 80:20 evaluation principle where 80 points will be for price and the 20 points will be for the attainment of the empowerment goals as stipulated below.

### TABLE 1: PRICING SCHEDULE:

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

#### PROJECT A:

**QUARTER 1 PROJECT A: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR VARIOUS PROJECTS HOSTING REQUIREMENTS Q1-Q2 10 SEPTEMBER 2025 – 31 NOVEMBER 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Standard Room Bed & Breakfast Accommodation Vouchers (Tourism Grading Council of South Africa (TGCSA) graded hotel within the City of Johannesburg Metro)  Check In: 26 September 2025 Check out: 27 September 2025 Bed & Breakfast <b><i>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals (refer to attached "Annexure A" page 50-56)</i></b>	12		
Apartheid Museum Entrance Fee (Adult)	80		
Constitution Hill Entrance Fee (Adult)	80		

Liliesleaf Farm Museum Entrance Fee (Adult)	80		
Mandela House Museum Entrance Fee Museum (Adult)	80		
City Sightseeing Red Bus Adult Tickets	80		
City Sightseeing Red Bus & Soweto Extension Adult Tickets	25		
South African National Museum of Military History (Adult Tickets)	25		
Sci-Bono Discovery Centre (Adult Tickets)	30		
Full Day City Sightseeing Exclusive Red Bus Hire <b>25 September 2025</b>	1		
Full Day City Sightseeing Exclusive Red Bus Hire <b>22 November 2025</b>	1		
Full Day City Sightseeing Exclusive Red Bus Hire <b>23 November 2025</b>	1		
Street Art Walking Tour & Amapiano Experience with Jozi Triangle	5		
Lunch at Proud Mary Restaurant Set Menu for Lunch +2 Soft drinks or equivalent restaurant <b>18 September 2025</b>	12		
Full Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system) <b>22 November 2025</b>	3		
2 Day Full Day 22-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system) <b>18-19 September 2025</b>	1		

Accredited Tourist Guide Full Day <b>18 September 2025</b>	1		
Accredited Tourist Guide Full Day <b>19 September 2025</b>	1		
Accredited Tourist Guide Full Day <b>22 November 2025</b>	3		
Story Telling & Wine Tasting Experience with Luc Mo Wines Fee	10		
Mapatiza Mine Experience Tour Entrance Fee (Adult)	10		
Gautrain OR Tambo Airport to Sandton Return Transfer Cards	20		

#### Q1 PROJECT B:

**QUARTER 1 PROJECT C: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR URBAN 20 (U20) TECHNICAL TOUR OF THE INNER-CITY 12 SEPTEMBER 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
<b>Tour operator is required to provide the following:</b> Half Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	3		
Accredited Experienced Tourist Guide (Experienced in guiding for Very Important People (VIP))	3		
Bottled Still Water 500ml	180		

#### Q1 PROJECT C:

**QUARTER 1 PROJECT B: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR M20 SUMMIT & BRAND SA MEDIA TOUR 18-19 SEPTEMBER 2025 (DATE SUBJECT TO CHANGE)**

Description	Quantity	Unit Price (R)	Total Price (R)
1 Day Full day Transportation 14-seater or equivalent vehicle/s (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	1		
City Sightseeing Red Bus Soweto Extension Tour Adult Tickets	11		
Lunch at 1947 on Vilakazi Street (Main Meal + 2 Soft Drinks)	11		
Nelson Mandela House Entrance Fee (Adult)	11		
Inside Out Centre for the Arts Entrance Fee (Adult)	11		
Lunch at River Park Café in Alexandra (main meal +2 soft drinks)	11		
Liliesleaf Farm Entrance Fee (Adult)	11		

#### Q1 PROJECT D:

**QUARTER 1 PROJECT D: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR DSTV DELICIOUS INTERNATIONAL FOOD & MUSIC FESTIVAL MEDIA TOUR 19 SEPTEMBER 2025**

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services:  Full Day Transportation 14-seater or equivalent vehicle/s (air-conditioned vehicle/s meeting-high end standard)	1		
Entrance Fee Liliesleaf Museum (Adult Tickets)	12		
Lunch at Proud Mary Restaurant Set Menu for Lunch +2 Soft drinks or equivalent restaurant	12		

Entrance Fee (Adult) at The Museum of Illusions Johannesburg	12		
Accredited Experienced Tourist Guide (Experienced in guiding Very Important People (VIP))	1		

#### **Q1 PROJECT E:**

**QUARTER 1 PROJECT E: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TOURISM MONTH MEDIA TOUR 26 SEPTEMBER 2025.**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (R)</b>	<b>Total Price (R)</b>
City Sightseeing Red Bus Adult Tickets	50		
Bottled Still Water 500ml	60		

#### **Q1 PROJECT F:**

**QUARTER 1 PROJECT F: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR AFRICA HERITAGE FORUM PARTNERSHIP 25-26 SEPTEMBER 2025.**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (R)</b>	<b>Total Price (R)</b>
Half Day 60-Seater Bus or equivalent (air-conditioned buses meeting- high end standard with tour guiding microphone and audio system)	3		
Accredited Experienced Tourist Guide (Experienced in guiding Very Important People (VIP))	3		
Bottled Water Still 500ml	150		

#### **Q1 PROJECT G:**

**QUARTER 1 PROJECT G: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR Q1 PROJECT F: JOY OF JAZZ FESTIVAL 2025 MEDIA & CONTENT CREATION TOUR.**

Description	Quantity	Unit Price (R)	Total Price (R)
Full Day Transportation 14-seater or equivalent vehicle/s (air-conditioned vehicle/s meeting- high end standard)	1		
Entrance Fee (Adult) at Mandela House	11		
Entrance Fee & 360-degree Platform viewing at Soweto Towers (Adult)	11		

## QUARTER 2

### Q2 PROJECT A:

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR SA CONCIERGE CONFERENCE FORUM DELEGATES TOUR 02 OCTOBER 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Full Day 32-Seater vehicle/s or equivalent (air-conditioned buses meeting-high end standard with tour guiding microphone and audio system)	1		
Entrance Fee (Adult) at Alder Museum of Medicine	22		
Entrance Fee (Adult) Liliesleaf Museum	22		
Lunch Sakhumzi Zoo Lake (Main Meal + 2 Soft Drinks)	22		

### Q 2 PROJECT B:

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR 2 DAYS TOURIST GUIDES FAM TRIP 23-24 OCTOBER 2025.**



Description	Quantity	Unit Price (R)	Total Price (R)
<b>Tour operator is required to provide the following services:</b> 2 Day transportation 22-seater vehicle/s or equivalent (air-conditioned buses meeting-high end standard with tour guiding microphone and audio system)	1		
Accredited Experienced Tourist Guide (Experienced in guiding Very Important People (VIP)) – Full day Guide	2		
Entrance Fee (Adult) at Inside Out Centre for the Arts	12		
Entrance Fee (Adult) at Alder Museum of Medicine	12		
Lunch at Olives & Plates Wits Club and Conference Restaurant - main meals & grills +2 soft drinks or equivalent	12		
Fees Bicycle Tour with Book Ibhoni	12		
Entrance Fee Soweto Ekhayalempilo Cultural Village	12		
Entrance fee Eyethu Heritage Hall	12		
Lunch Just Badela – main meals + 2 soft drinks	12		

## Q2 PROJECT C:

**QUARTER 2 PROJECT C: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WOMEN CREATING WEALTH ENTREPRENEURSHIP 2025 SUMMIT POST TOUR 15 OCTOBER 2025**

Description	Quantity	Unit Price (R)	Total Price (R)
Full Day 60-Seater Bus or equivalent  (air-conditioned buses meeting-high end standard with tour guiding microphone and audio system)	1		
Entrance Fee (Adult) Liliesleaf Museum	50		
Bottled Water Still 500ml	50		

#### Q 2 PROJECT D:

#### QUARTER 2 PROJECT D: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR CIVIC TECH INNOVATION FORUM 2025 23 OCTOBER 2025

Description	Quantity	Unit Price (R)	Total Price (R)
Full Day 60-Seater Bus or equivalent  (air-conditioned buses meeting-high end standard with tour guiding microphone and audio system)	1		
Entrance Fees (Adult) National Museum of Military History	70		

#### Management Fee (if applicable)

Description	Quantity	Unit Price (R)	Total Price (R)

Sub Total (R):

\_\_\_\_\_

VAT (R) :

\_\_\_\_\_

Total (R) :

\_\_\_\_\_

**Note:**

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

**Requirements**

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

**TABLE 2: PRICE AND EMPOWERMENT POINTS**

<b>PRICE</b>	<b>80 points</b>
<b>EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022</b>	<b>20 points</b> <ul style="list-style-type: none"> <li>- Enterprises that are at 51% or more owned by the Black People – 5 points</li> <li>- Enterprises that are at 51% or more owned by the Women – 5 points</li> <li>- Enterprises located within the jurisdiction of the City of Johannesburg municipal area: 10 points.</li> </ul>

**PRICING REQUIREMENTS**

<b>QUOTATION DESCRIPTION:</b>  <b>REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS:</b>  <b>Quarter 1: July – September 2025</b> <ul style="list-style-type: none"> <li>• Q1 Project A: Various Projects Hosting Requirements Q1-Q2 10 September 2025 – 31 November 2025</li> <li>• Q1 Project B: Urban 20 (U20) Technical Tour of the Inner-City 12 September 2025</li> <li>• Q1 Project C: M20 Summit Media Tour 18-19 September 2025</li> <li>• Q1 Project D: DSTV Delicious International Food &amp; Music Festival Media Tour 19 September 2025</li> <li>• Q1 Project E: Tourism Month Media Launch Tour 26 September 2025</li> <li>• Q1 Project F: Africa Heritage Forum Partnership Tour 25-26 September 2025</li> <li>• Q1 Project G: Joy of Jazz Festival 2025 Media &amp; Content Creation Tour 26 September 2025</li> </ul> <b>Quarter 2: October – December 2025</b> <ul style="list-style-type: none"> <li>• Q2 Project A: SA Concierge Conference Forum Delegates Tour 02 October 2025</li> <li>• Q2 Project B: Tourist Guides FAM Trip 23-24 October 2025</li> <li>• Q2 Project C: Women Creating Wealth Entrepreneurship 2025 Summit Post Tour 15 October 2025</li> <li>• Q2 Project D: Civic Tech Innovation Forum 2025 23 October 2025</li> </ul>	
<b>Pricing</b>	<b>(R)</b>
<b>Sub Total Price</b>	
<b>Vat 15% (if applicable)</b>	
<b>Total Quoted Price (Inclusive of VAT)</b>	

**Bidders are required to quote for ALL items in the pricing schedule and failure to do so will render the offer non-responsive based on the proposal being considered an incomplete offer.**

### **RETURNABLE DOCUMENTS**

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 3.1, 4,6.1, 8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s
6. Valid copies of all mandatory documents

### **DISQUALIFICATION CRITERIA**

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

### **CONDITIONS OF AWARD**

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
5. Proof of public /passenger liability insurance
6. Provide valid Public Operating License/ Road Transport Permit for vehicle/s that will be used.
7. Provide Drivers' valid Public Driving Permit (PDPs) for drivers.
8. Provide valid accreditations for Tourist Guide for any guiding/guided tours.

**PRICING SCHEDULE**  
**(Professional Services)**

NAME	OF	BIDDER:	.....	BID	NO.:
.....					
CLOSING TIME 10:00			CLOSING DATE.....		

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

ITEM	DESCRIPTION	BID	PRICE	IN	RSA
CURRENCY					
NO					

**\*\* (ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----		R-----
-----		
-----		R-----
-----		
-----		R-----
-----		
-----		R-----
-----		
-----		R-----
-----		

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

	-----	R-----
-----	----- days	
	-----	R-----
-----	----- days	
	-----	R-----
-----	----- days	
	-----	R-----
-----	----- days	

- 5.1. Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
---------------------------------------	------	----------	--------

.....	R .....		
.....	R.....		
.....	R.....		
.....	R.....		
.....	R.....		

TOTAL:

R.....

\*\*\*" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2. Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
---------------------------------------	------	----------	--------

.....	R .....		
.....	R.....		
.....	R.....		
.....	R.....		
.....	R.....		

TOTAL:

R.....



6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index

.....  
.....  
.....  
.....

## MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of bidder or his or her representative:.....
  - 3.2 Identity Number:  
.....
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
  - 3.4 Company Registration Number:  
.....
  - 3.5 Tax Reference Number:.....
  - 3.6 VAT Registration Number:  
.....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state?  
YES / NO
    - 3.8.1 If yes, furnish particulars.  
.....  
.....

<sup>1</sup>MSCM 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.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

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

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

3.11 Are you, aware of any relationship (family, friend, other) between  
 any other bidder and any persons in the service of the state who  
 may be involved with the evaluation and or adjudication of this bid?  
 YES / NO

3.11.1 If yes, furnish particulars  
 .....  
 .....

3.12 Are any of the company’s directors, trustees, managers,  
 principle shareholders or stakeholders in service of the state? YES /  
 NO

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?  
NO

YES /

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.  
NO

YES /

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
Signature

Date

.....  
Capacity

Name of Bidder

## **MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all the 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**

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### **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	100

<b>GOALS</b>	
--------------	--

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 6.1. POINTS AWARDED FOR PRICE

#### 6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

## 6.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 6.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

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

## 7. POINTS AWARDED FOR SPECIFIC GOALS

- 7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 7.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCA TED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETE D BY THE TENDERER)
<b>GOAL 1: DESIGNATED GROUP</b>			
Business/ enterprise owned by 51% or more <b>Black People</b>	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	<b>5</b>	
Business/ enterprise owned by 51% or more <b>Women</b>	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	<b>5</b>	
<b>GOAL 2: SPECIFIC GOAL</b>			
Enterprises located within the jurisdiction of the City of Johannesburg	CSD Report and Proof of municipal account	<b>10</b>	



## DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

.....

7.4. Company registration number:

.....

7.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.6. I, the undersigned, who is duly authorised to do so on behalf of the company / firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company / firm for the preference(s) shown and I acknowledge that:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- d) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

## **MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Tender Document must form part of all tenders/quotations invited.
2. It serves as a declaration to be used by Municipalities and Municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The tender of any tenderer may be rejected if that tenderer, or any of its directors have:
  - a. abused the Municipality's / Municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:

4.1 Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? (Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem (listen to the other side) rule was applied).

- ☐ Yes
- ☐ No

4.1.1 If so, furnish particulars:

4.2 Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)

- ☐ Yes
- ☐ No

4.2.1 If so, furnish particulars:

4.3 Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

- ☐ Yes
- ☐ No

1.3.1 If so, furnish particulars:

1.4 Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?

- ☐ Yes
- ☐ No

4.4.1 If so, furnish particulars:

4.5 Was any contract between the tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?

- ☐ Yes
- ☐ No

4.5.1 If so, furnish particulars:

## CERTIFICATION

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

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

.....  
SIGNATURE

.....  
DATE

.....  
POSITION

.....  
NAME OF TENDERER

## MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

## MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by:

---

\_\_\_\_\_ (Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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

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

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

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

.....  
.....

Signature

Date

.....  
.....

Position

Name of Bidder

## DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

1. Name of bidder

..... ii.

Registration Number

.....

iii. Municipality where business is situated

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iv. Municipal account number for rates

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v. Municipal account number for water and electricity

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vi. Names of all directors, their ID numbers and municipal account number.

1. ....

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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:

.....  
.....

.....  
.....

\_\_\_\_\_

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\_\_\_\_\_

Signature

Date

## **ANNEXURE A:**

### **MAXIMUM ALLOWABLE RATES FOR THE DOMESTIC ACCOMMODATION AND MEALS**

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

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

#### **2. MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION**

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

- 2.1.3 **BAND 3:** This band is for a room and includes breakfast and dinner as part of the rate. The price is inclusive for VAT, the Tourism Levy and two (2) soft drinks. The Band to be booked where a traveller requires lodging and will be taking his/her breakfast and dinner at the establishment. Only expenses for lunch can be claimed.

**TABLE 1:**

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

**Note:** Expenses for parking is NOT included in Bands 1, 2 and 3 and may be

claimed separately by travelers.

### 3. MAXIMUM ALLOWABLE RATES FOR MEAL EXPENSES

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

**TABLE 2:**

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

### 3.3 Domestic Trips Longer than 24 Hours

- a) Expenditure on Meals and non-alcoholic liquid refreshments can be

claimed in the following circumstances:

*Breakfast*

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

*Lunch*

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

#### *Dinner*

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

### **2.1 Domestic Trips Less than 24 Hours**

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

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