



PART A REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	DM822/26	CLOSING DATE:	19-06-2026	CLOSING TIME:	11H00
PROCUREMENT OF SERVICES AS SPECIFIED BELOW:					
DESCRIPTION	APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER TO CONDUCT A DETAILED FOLLOW-UP INVESTIGATION INTO THE IDENTIFIED ASSET MISMANAGEMENT PRACTICES AND IRREGULAR DISPOSAL PROCESSES				
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002					
NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT . . . PHYSICAL ADDRESS ON BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms O Sekgweleo		CONTACT PERSON	Ms T Sibiya	
TELEPHONE NUMBER	012 444 6773		TELEPHONE NUMBER	012 444 6291	
E-MAIL ADDRESS	osekgweleo@tourism.gov.za		E-MAIL ADDRESS	tsibiya@tourism.gov.za /	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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:
 . 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 FUNCTIONALITY (*IF APPLICABLE*) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (*INCLUSIVE OF APPLICABLE TAXES*). THAT WILL BE STIPULATED IN THE INVITATION TO BID/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-FILING THROUGH THE SARS WEBSITE **WWW.SARS.GOV.ZA**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

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

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS PROOF OF OWNERSHIP BY WOMAN SUBMITTED.		

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

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DIFINITIONS

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.

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

WHERE -

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

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.16 SPECIFIC GOALS

4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN

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

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

6. DELIVERIES

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

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

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

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

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

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

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

7.4 DUTY OF CARE

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

7.5 EXEMPTION FROM LIABILITY

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

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	DETAILED FOLLOW-UP INVESTIGATION INTO THE IDENTIFIED ASSET MISMANAGEMENT PRACTICES AND IRREGULAR DISPOSAL PROCESSES Refer to Part C below for detailed Terms of Reference.	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.

PART C

TERMS OF REFERENCE FOR THE PROCUREMENT AND APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER TO UNDERTAKE A DETAILED FOLLOW-UP INVESTIGATION INTO THE IDENTIFIED ASSET MISMANAGEMENT PRACTICES AND IRREGULAR ASSET DISPOSAL PROCESSES

1. BACKGROUND

The Accounting Officer of the Department of Tourism identified serious concerns regarding the management, safeguarding, control, and disposal of assets within the Department. These concerns arose from internal control weaknesses identified during asset verification processes, management oversight activities, and/or an investigation that was conducted.

Reported findings suggest potential non-compliance with applicable legislative and regulatory frameworks governing asset management, including possible financial misconduct, negligence, and/or criminal activities.

The identified irregularities include:

- (a) Servers that are possibly missing from designated locations.
- (b) Assets recorded in the asset register that could not be physically verified or accounted for.
- (c) Disposal of assets without the required approvals and supporting documentation.
- (d) Possible financial losses to the Department arising from asset mismanagement or criminal conduct.

In line with the responsibilities of the **Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999): Section 38(1)(a)(i)** requires that the Accounting Officer must ensure that that department institution has and maintains effective, efficient and transparent systems of financial and risk management and internal control. **Section 38(1)(c)(ii)** must take effective and appropriate steps to prevent unauthorized, irregular and fruitless and wasteful expenditure and losses resulting from criminal conduct.

Treasury Regulations 4.1.1. requires that If an official is alleged to have committed financial misconduct, the accounting officer of the institution must ensure that an investigation is conducted into the matter and if confirmed, must ensure that a disciplinary hearing is held in accordance with the relevant prescripts and agreements applicable in the public service.

2. PURPOSE

The Terms of Reference for the intended investigation invite potential service providers with necessary experience and capabilities to submit a proposal in response to the issued request for quotation (RFQ).

The purpose of this investigation is to:

- (a) Determine the circumstances surrounding asset management irregularities within the Department.
- (b) Establish whether there was financial misconduct, fraud, negligence, or criminal activity.
- (c) Quantify financial and other losses suffered by the Department.
- (d) Identify responsible officials or external parties.
- (e) Determine whether there was non-compliance with applicable legislation and policies.
- (f) Determine whether irregular, fruitless and wasteful expenditure occurred.
- (g) Determine whether recovery of losses is possible.
- (h) Identify root causes that led to the respective irregularities and recommend control improvements to prevent recurrence.
- (i) Recommend, where applicable, appropriate remedial, disciplinary, civil, and/or criminal actions to be taken.

3. SCOPE OF THE INVESTIGATION

The investigation shall include, but not be limited to, the following areas:

3.1. Investigation of servers possibly missing and Replacement Processes

The investigation shall determine:

- (a) Existence of an adequate replacement policy and procedures.
- (b) The total number of servers purchased within the Department.
- (c) The physical location and custody of the servers.
- (d) Whether the respective servers went missing.
- (e) Whether the loss of servers was reported in accordance with policy.
- (f) Whether procurement of replacement servers complied with Supply Chain Management (SCM) prescripts.
- (g) Whether replacement servers were recorded in the asset register.
- (h) Whether there was negligence, theft, fraud, or misconduct.
- (i) Whether any official failed to safeguard assets.
- (j) The financial value of the missing servers if any.
- (k) Whether financial losses were incurred.

3.2. Investigation of assets that could not be accounted for

The investigation shall determine:

- (a) The total number and value of assets that could not be physically verified.
- (b) Whether assets were properly recorded in the asset register.
- (c) Whether asset transfers were properly authorised and documented.
- (d) Whether assets were stolen, lost, or misappropriated.
- (e) Whether officials exercised due care in safeguarding assets.
- (f) Whether there was adequate oversight from delegated authorities.
- (g) Whether there was negligence or misconduct.
- (h) The financial value (loss) of unaccounted assets.
- (i) Whether losses were reported in terms of Treasury Regulations.
- (j) Whether recovery of losses is possible.

3.3. Disposal of Assets Without Approval

The investigation shall:

- (a) Identify assets disposed of without proper approval.
- (b) Determine whether disposal processes complied with departmental policies and Treasury Regulations.
- (c) Establish whether disposal decisions were authorised by delegated officials including the committee.
- (d) Determine whether disposed assets were sold, transferred, or written off.
- (e) Verify whether proceeds from disposal were properly accounted for.
- (f) Assess whether disposal activities resulted in financial loss to the Department.
- (g) Determine whether recovery of losses is possible
- (h) Determine whether fraudulent or criminal conduct occurred.

3.4. Determination of Financial Losses and Possible Criminal Activities

The investigation shall:

- (a) Quantify the total financial losses suffered by the department resulting from asset mismanagement or irregular disposal.
- (b) Determine whether any losses were due to fraud, theft, negligence, or misconduct.
- (c) Identify individuals responsible for losses.
- (d) Determine whether civil recovery proceedings should be instituted.
- (e) Identify cases that should be referred to law enforcement agencies.
- (f) Recommend disciplinary, civil, or criminal action where applicable.

4. PERIOD UNDER REVIEW

The investigation shall cover the period: 01 April 2022 to 31 March 2026. The period may be extended if additional irregularities are identified.

5. METHODOLOGY

Within the scope and mandate of this investigation, the investigating team is expected to use appropriate investigative procedures including but not limited to:

- (a) Review of asset registers and supporting documentation
- (b) Physical verification of assets
- (c) Review of procurement and disposal records
- (d) Interviews with relevant officials and stakeholders
- (e) Analysis of system records and audit trails
- (f) Examination of policies and procedures
- (g) Reconciliation of financial and asset records
- (h) Review of internal control processes
- (i) Collection and preservation of evidence

A clear investigation proposal detailing among others the company profile, plan, methodology, resources, timelines and procedures to be performed needs to be developed and submitted together with the signed request for quotations.

6. DURATION AND PAYMENT

The investigation should be undertaken and completed within sixty (60) working days from the date of award.

The services rendered shall be invoiced and payment would be processed upon the completion of the investigation process and the submission of a final investigation report to the department.

7. COMPETENCIES REQUIRED

This project requires a competent service provider with extensive experience and a proven track record in providing investigation services in the public sector. The service provider should have a team of experienced personnel with the capability to deliver quality and professional services timeously.

The service provider should have the following capabilities:

- (a) Clear understanding of government processes and policies particularly on SCM Asset Management Practices;
- (b) Extensive company experience of 10 years of conducting investigations;

- (c) Manager / team Leader should possess a minimum of 05 years' investigation experience.
- (d) Team members (investigators) should possess a minimum of five (05) years of investigation experience.
- (e) The manager and senior investigators should be in possession of an investigation certification from the relevant regulatory body.

8. EXPRESSION OF INTEREST AND COSTING

The service provider shall submit a proposal that among other things includes:

- (a) Company profile demonstrating extensive investigation experience;
- (b) A brief description of the project;
- (c) Detailed methodology;
- (d) Implementation plan for conducting the investigation including procedures to be performed;
- (e) Schedule with clear timeframes;
- (f) Indication of the capacity and ability to perform the project;
- (g) List of similar projects undertaken by the service provider in the past (including the list of references and their contact details);
- (h) List of project team; qualification/s and certification, experiences and professional membership per resource; and
- (i) Breakdown of costs per resource in terms of hours and applicable rates.

9. PRICING

The proposals and the quoted price must be inclusive of all costs including VAT (where applicable).

10. REPORT

A final written report must be submitted to the Accounting Officer within 60 days from the commencement date. The written report ("the Report") must be set out in detail:

- (a) methodology adopted;
- (b) procedures performed;
- (c) factual findings;
- (d) conclusions; and
- (e) recommendations.

11. PREQUALIFYING MANDATORY REQUIREMENTS

Failing to provide or meet the mandatory requirements listed below will result in disqualification, and the bid will not be considered for further evaluation.

- 11.1. According to Treasury Regulation 16A.9.2, the department may disregard the bid of any bidder if that bidder, or its directors –
 - i. Have abused the institution's supply chain management system.
 - ii. Have committed fraud or any other improper conduct in relation to such system; or
 - iii. Have failed to perform on any previous contract.

- 11.2. The bidder must have an established office in Gauteng Province. Please provide documentary proof in the name of the bidder, indicating a physical address, such as (a) a valid office lease agreement/invoice or (b) a municipality's statement/invoice(Utility bill) not older than three (03) months from the closing date

of this bid or (c) letter from tribal (traditional) authority not older than three (03) months from the closing date of this bid.

Failing to provide the following:

- 11.3. At least one reference letter of previous work.
- 11.4. One team member who possesses a fraud or investigation certification from a recognised professional or regulatory body.

12. EVALUATION CRITERIA

The Department will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act No 5 of 2000 (PPPFA) including its amendments and the Broad-Based Black Economic Empowerment Act 53 of 2003. The bid will be evaluated in the following phases:

- **Phase 1: Functional / Technical Evaluation**

The service provider will be evaluated on technical expertise and submission requirements. The Bid documents will be evaluated individually on a score sheet by a representative evaluation panel in accordance with the evaluation criteria set out in the Terms of Reference. All bidders who scored at least 65 out of 100 for functionality will be considered for further evaluation. A bid proposal will be disqualified if it fails to meet the minimum qualifying score for technical expertise and submission requirements as per the bid invitation.

- **Phase 2: Price and BBEE Specific Goals (B-BBEE Status Level of Contribution)**

Pricing and B-BBEE Status points	
The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on Broad-Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000, and Regulations of 2011	
Points allocated for Price	80
B-BBEE Specific goals	20
TOTAL FOR PRICE and B-BBEE SPECIFIC GOALS	100

12.1. Evaluation Matrix

12.1.1. The following will be used as the criteria for the functional/technical evaluation.

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, and resources, and quality measures required to provide the goods/services. The response identifies factors that offer potential added value and provide supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits , above-average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. The response identifies factors that offer potential added value and provide supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services, with supporting evidence.	3

Minor Reservations	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods/services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with significant reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods/services, with little or no supporting evidence.	1

12.1.2. Functional / Technical Evaluation

Evaluation Area	Evaluation Criteria	Weight												
Company Profile	<p>Demonstration of number of years and experience the company has been in existence and providing fraud or investigation services.</p> <p>Bidders must submit a company profile demonstration the number of years in existence and experience since establishment. The profile should be supported by certified copies of the company registration documents (CIPC documents):</p> <p><u>Company Existence</u></p> <table border="1"> <thead> <tr> <th>Numbers of years since establishment</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Ten (10) years and above of existence</td> <td>5</td> </tr> <tr> <td>Seven to nine years of existence</td> <td>4</td> </tr> <tr> <td>Five to Six years of existence</td> <td>3</td> </tr> <tr> <td>three to four years of existence</td> <td>2</td> </tr> <tr> <td>Two years and less of existence</td> <td>1</td> </tr> </tbody> </table>	Numbers of years since establishment	Score	Ten (10) years and above of existence	5	Seven to nine years of existence	4	Five to Six years of existence	3	three to four years of existence	2	Two years and less of existence	1	5
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	<p><u>Company Experience</u></p> <table border="1"> <thead> <tr> <th>Years of experience in providing fraud audit or investigations</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Ten (10) years and above of existence</td> <td>5</td> </tr> <tr> <td>Seven (07) to nine (09) years of existence</td> <td>4</td> </tr> <tr> <td>Five (05) to Six (06) years of existence</td> <td>3</td> </tr> <tr> <td>Three (03) to four (04) years of existence</td> <td>2</td> </tr> <tr> <td>Two (02) years and less of existence</td> <td>1</td> </tr> </tbody> </table>	Years of experience in providing fraud audit or investigations	Score	Ten (10) years and above of existence	5	Seven (07) to nine (09) years of existence	4	Five (05) to Six (06) years of existence	3	Three (03) to four (04) years of existence	2	Two (02) years and less of existence	1	5
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Two (02) years and less of existence	1													

Evaluation Area	Evaluation Criteria	Weight												
Proven Company experience and expertise	<p>Proven track record in rendering fraud audit or investigation services.</p> <p>Bidders must submit reference letters for similar projects successfully completed in the public service within the past five (5) years.</p> <p>The reference letters MUST include the following details:</p> <ol style="list-style-type: none"> Company letterhead displaying company name Contact person Contact details Project description or scope of work The duration of the project Letter must be dully dated and signed off by the referee (company's representative) <table border="1" data-bbox="555 837 1246 1055"> <thead> <tr> <th>Number of letters</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Six or more letters</td> <td>5</td> </tr> <tr> <td>Five letters</td> <td>4</td> </tr> <tr> <td>Four letters</td> <td>3</td> </tr> <tr> <td>Three letters</td> <td>2</td> </tr> <tr> <td>Two or less</td> <td>1</td> </tr> </tbody> </table>	Number of letters	Score	Six or more letters	5	Five letters	4	Four letters	3	Three letters	2	Two or less	1	30
Number of letters	Score													
Six or more letters	5													
Five letters	4													
Four letters	3													
Three letters	2													
Two or less	1													
Project Team Qualifications and Expertise	<p>Team experience in conducting fraud audit or investigation.</p> <p>Bidders must submit organograms, CVS with contactable referees (contact details) and qualification to demonstrate forensic audit or investigation experience of the team members allocated for the project.</p> <p>Individual Experience</p> <table border="1" data-bbox="555 1350 1246 1809"> <thead> <tr> <th>Experience in years</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>One or all team member/s have nine and above (09+) years of fraud audit or investigation experience</td> <td>5</td> </tr> <tr> <td>One or all team member/s have above seven (07) to nine (09) years of fraud audit or investigation experience</td> <td>4</td> </tr> <tr> <td>One or all team member/s have above five (05) to seven (07) years of experience</td> <td>3</td> </tr> <tr> <td>One or all team member/s have above three (03) to five (05) years of experience</td> <td>2</td> </tr> <tr> <td>One or all team member/s have three (03) and less years of experience</td> <td>1</td> </tr> </tbody> </table>	Experience in years	Score	One or all team member/s have nine and above (09+) years of fraud audit or investigation experience	5	One or all team member/s have above seven (07) to nine (09) years of fraud audit or investigation experience	4	One or all team member/s have above five (05) to seven (07) years of experience	3	One or all team member/s have above three (03) to five (05) years of experience	2	One or all team member/s have three (03) and less years of experience	1	15
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Evaluation Area	Evaluation Criteria	Weight												
	<p><u>Fraud or Investigation Certification</u></p> <p>Provide professional certification of project team.</p> <table border="1" data-bbox="549 327 1241 1196"> <thead> <tr> <th data-bbox="549 327 1050 398">Number of team member/s with certification</th> <th data-bbox="1050 327 1241 398">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="549 398 1050 573">Proposed team has five and more (05+) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)</td> <td data-bbox="1050 398 1241 573">5</td> </tr> <tr> <td data-bbox="549 573 1050 712">Proposed team has four (04) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)</td> <td data-bbox="1050 573 1241 712">4</td> </tr> <tr> <td data-bbox="549 712 1050 887">Proposed team has two (02) to three (03) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)</td> <td data-bbox="1050 712 1241 887">3</td> </tr> <tr> <td data-bbox="549 887 1050 1025">Proposed team has one (01) member with a professional fraud or investigation certification (that one member is supervisor or manager directly involved in the project)</td> <td data-bbox="1050 887 1241 1025">2</td> </tr> <tr> <td data-bbox="549 1025 1050 1196">Proposed team has one (01) and more (01+) member/s with a professional fraud or investigation certification (One member is not supervisor or manager directly involved in the project)</td> <td data-bbox="1050 1025 1241 1196">1</td> </tr> </tbody> </table>	Number of team member/s with certification	Score	Proposed team has five and more (05+) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)	5	Proposed team has four (04) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)	4	Proposed team has two (02) to three (03) members with a professional fraud or investigation certification (One member is a supervisor or manager directly involved in the project)	3	Proposed team has one (01) member with a professional fraud or investigation certification (that one member is supervisor or manager directly involved in the project)	2	Proposed team has one (01) and more (01+) member/s with a professional fraud or investigation certification (One member is not supervisor or manager directly involved in the project)	1	25
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Proposed team has one (01) and more (01+) member/s with a professional fraud or investigation certification (One member is not supervisor or manager directly involved in the project)	1													
<p>Understanding of the project (Technical Approach and Methodology)</p>	<p>Demonstrate a clear understanding of the scope of work.</p> <p>Bidders must submit a comprehensive technical proposal that clearly outlines the proposed approach, methodology, and project implementation plan. The proposal must:</p> <ul style="list-style-type: none"> (a) Demonstrate a clear understanding of the scope of investigation work. (b) Include the approach and methodology to be followed. (c) Incorporate an implementation plan that details project timelines relative to the investigation period (d) Indicates the estimated total project efforts (total hours including per allocated resource). <table border="1" data-bbox="549 1671 1241 1890"> <thead> <tr> <th data-bbox="549 1671 1050 1711">Proposal</th> <th data-bbox="1050 1671 1241 1711">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="549 1711 1050 1751">Excellent</td> <td data-bbox="1050 1711 1241 1751">5</td> </tr> <tr> <td data-bbox="549 1751 1050 1792">Good</td> <td data-bbox="1050 1751 1241 1792">4</td> </tr> <tr> <td data-bbox="549 1792 1050 1832">Acceptable</td> <td data-bbox="1050 1792 1241 1832">3</td> </tr> <tr> <td data-bbox="549 1832 1050 1872">Minor Reservations</td> <td data-bbox="1050 1832 1241 1872">2</td> </tr> <tr> <td data-bbox="549 1872 1050 1890">Serious Reservations</td> <td data-bbox="1050 1872 1241 1890">1</td> </tr> </tbody> </table>	Proposal	Score	Excellent	5	Good	4	Acceptable	3	Minor Reservations	2	Serious Reservations	1	20
Proposal	Score													
Excellent	5													
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Minor Reservations	2													
Serious Reservations	1													

13. SUBMISSION OF PROPOSALS

Investigation proposal must be envelope marked for the attention of Ms O Sekgweleo to:

physically submitted in sealed

Tourism House
Department of Tourism
17 Trevenna Street
Sunnyside
0002

14. ENQUIRIES

For more information, please contact the following persons:

- 1. Ms O Sekgweleo
Tel: (012) 444 6773
E-mail: osekgweleo@tourism.gov.za
- 2. Ms Thoko Sibiya
Tel: (012) 444 6291
E-mail: tsibiya@tourism.gov.za

THABO F. MAMABEDU
NAME AND SURNAME
DESIGNATION: DIRECTOR



2026/06/07

DATE:

SIGNATURE OF BIDDER:.....

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

DATE:.....