



Johannesburg Tourism Company NPC
A City of Johannesburg Metropolitan Municipality Entity

Req. No. 2003/009873/08

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

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2000

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www.joburgtourism.com

REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC0030/2024-25
DESCRIPTION: REQUESTS FOR QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE SOURCING, DESIGNING, BRANDING AND SUPPLYING JOBURG TOURISM CORPORATE GIFTS AND APPAREL	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	10 April 2025
Closing date:	17 April 2025
Closing time:	16h00
Compulsory requirements	▪ Bidder must quote for all items in the pricing schedule ▪ Local content/production complete
Compulsory briefing meeting date (if applicable)	N/A
Quotations may be deposited in bid box at: Sandton Library Offices Nelson Mandela Square West Street, Sandton	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 as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the stipulated address at the time indicated and no late submissions will be received.
Procurement Enquiries	Sphiwem@joburgtourism.com Tel: (011) 779 0200
Technical Enquiries	pontshom@joburgtourism.com Tel: (011) 779 0200

ENTITY DETAILS

Entity Type (tick/specify details)	Private	Partnership	Close Corporation	Sole Proprietor
	Other (specify)			
Entity Name	Legal Name			
	Trading as			
Entity Registration Number				
City of Johannesburg/JTC Vendor Registration Number (if already in possession)				
National Treasury Central Supplier Database number: (Compulsory)				
Income Tax Number				
VAT Reference Number (if applicable)				
Entity Street Address				
	Postal Code			
Contact Details of the Person Representing the	Name			
	Telephone			

Entity	Cell phone	
	E-mail address	

CONDITIONS OF QUOTATION

1. Quotation documents must be completed in black ink.
2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation
3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial on each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp-Ex or a similar product. If correction fluid has been used on any specific price item, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the whole quotation will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above.
5. No price increases/adjustments will be considered.
6. All purchases will be made through an official purchase order form; therefore, no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
7. Johannesburg Tourism Company will not make any upfront payments and tenderers must ensure that they have sufficient cash flow to cover the provision of the goods/services.
8. To participate in the City's quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.
9. All prices must be quoted in the South African currency (SA rand), with all applicable taxes included
10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.
11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.
13. Prices quoted must be inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.
14. The successful company must provide labour for off-loading/delivering.
15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

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16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations. Proof must be provided an Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof and the invoice are not submitted to the Johannesburg Tourism Company that cover was taken out within 14 days after the order has been placed, the contract price adjustment will not be accepted and the contract may be cancelled.
 17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.
 18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
 19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the request for quotation.
 20. Bidders should note that, in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS.
 21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company
 22. False declaration on municipal bidding document forms (MBD) will lead to automatic disqualification.

VALIDITY OF RFQ: 30 DAYS

I herewith confirm that I have read and understood the abovementioned conditions.

SIGNATURE_____

NAME_____

PRICING SCHEDULE – FIRM PRICES

Bidder's Name: _____

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

(Tick applicable box)

YES	NO
☐	☐

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBBEE certificate of the subcontractor.
- The quotation will be evaluated on the 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:**Quotation Description:**

REQUESTS FOR QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE SOURCING, DESIGNING, BRANDING AND SUPPLYING JOBURG TOURISM CORPORATE GIFTS AND APPAREL

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of Owner of the Bidding Entity:

.....

3.2 Identity Number if applicable:

.....

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO
☐	☐

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13. If yes, furnish particulars

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: “in the service of the state” means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

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

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form “I” must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form “I” serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

Johannesburg Tourism Company

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)

-
- c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Full Names of Person Representing Company

.....

Date

.....

Position in Company

FORM "E"

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

Request from qualified experienced service provider to submit quotation for the sourcing, designing, branding, packaging and delivering of Joburg Tourism corporate gifts and apparel according to the specifications. Supplier to submit item samples and submit artwork for approval before production and branding of the batch.

All logos will be supplied to the successful bidder – Joburg Tourism Company – Visit. Work. Play. Convention Bureau and Welcome2Joburg (campaign logo).

Where specified, Joburg Tourism will submit the artwork for reproduction. However, it is important for bidders to take note of items which require the production of artwork for reproduction purposes.

SCOPE OF WORK

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	1. Black Personalised Oakridge A5 USB Notebook Branding: - Engraved Visit. Work. Play logo on USB - Debossed Visit. Work. Play logo on front cover - Debossed website URL on back cover	200
	2. Black travel gift set: Passport holder, luggage tag and matching pen packed packaged in a box. Branding: - Engraved Visit. Work. Play or Convention Bureau logos on pen - Debossed Visit. Work. Play or Convention Bureau logo on passport holder and luggage tag - Screen print white Visit. Work. Play or Convention Bureau logos on box	200 100 x Convention Logo 100 x Visit. Work. Play Logo

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	3. Black Belkin boost up charge 10 000mAh 3-port power bank + USB-A to USB-C cable Branding • White • Visit.Work.Play or Convention Bureau logos • Joburg website Visit.Joburg on the front bottom right corner	100 50 x Convention Logo 50 x Visit. Work. Play Logo
	4. Silver key 8GB branded USBs with key ring Branding: • Engraved • Visit Work Play Logo (front) • Website: Visit.Joburg (back)	300
 Andy Cartwright Tribal Vuvuze...	5. Tribal vuvuzela pen with packaging Branding: • Engraved Visit.Work.Play logo, and Joburg website Visit.Joburg (pen)	50
	6. Crystal Pens Item colour: Black Branding: • Colour: White • Visit.Work.Play logo • Visit.joburg website	500

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	7. Skinny tumbler with lid 20 oz stainless steel slim vacuum insulated tumblers cup Branding: Digital printed wrap with black background as shown on the picture. Details on the cup: • Joburg Tourism to provide campaign logo • Service provider to design a wrap for the cup using artwork provided • Full colour design.	500
	8. Bluetooth wireless earphones in a charging case and compatible with both IOS and Android devices Colour: Black Branding on case: • Campaign logo • Website Visit.Joburg	200
	9. Basic visor cap Material: 100% Polyester Size: Adjustable, one size fits most Colour: Black Branding: Screen print campaign logo in full colour	500

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
 Actual size 100mm Actual size 100mm Actual size 55mm Joburg Visit • Work • Play Print Position Print 1 colour black c  Actual size 100mm Actual size 100mm Actual size 55mm Joburg Visit • Work • Play Print Position Print 1 colour White c	10. Welcome to Joburg Tote Bags Material: 300gm cotton canvas Silk screening specification: • Campaign logo (front) • See you in Joburg (back) and front sides of the bag. • Campaign logos to be supplied • Provider must mock-up the campaign logo and 'see you Joburg' for production Welcome to Joburg artwork details (white on black) & (black on cream) Joburg Tourism Visit. Work. Play on both sides at the bottom of the bag	1 000 500 cream 500 Black
 	11. Short sleeve I Love JHB & Johannesburg t-shirts Item specification: 100% cotton, 180-gram unisex t-shirts, screen/heat press printing to guarantee durability and non-peel. Type of printing: Plastisol screen printing Item colours: 100 x Black and 100 x White Branding colour: • white on black • black on white Branding: • 100 x I Love JHB (White) • 100 x I Love Johannesburg (Black) Sizes: I Love JHB (White)	200

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	• 15 x Small • 20 x Medium • 30 x Large • 20 x XL • 15 x XXL Sizes: I Love Johannesburg (Black) • 15 x Small • 20 x Medium • 30 x Large • 20 x XL • 15 x XXL Note: • Joburg Tourism to provide artwork	
	12. Long sleeve I Love Jhb & Johannesburg t-shirts Item specification: 100% cotton, 180-gram unisex t-shirts, screen/heat press printing to guarantee durability and non-peel. Type of printing: Plastisol screen printing Item colours: 100 x Black and 100 x White Branding colour: • white on black • black on white Branding: 100 x I love JHB (black) 100 x I love Johannesburg (black) Sizes: I Love JHB (Black) • 15 x Small • 20 x Medium • 30 x Large • 20 x XL	200

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	15 x XXL Sizes: I Love JHB (White) 15 x Small 20 x Medium 30 x Large 20 x XL 15 x XXL Joburg Tourism to provide artwork	
Front  Back 	13. Short sleeve Joburg campaign t-shirts Item specification: 100% cotton, 180-gram unisex t-shirts Item colours: 100 x Black and 100 x White T-shirts Type of printing: Plastisol Screen Printing Branding colour: - white on black - black on white Sizes: White T-shirts 15 x Small 20 x Medium 30 x Large 20 x XL 15 x XXL Sizes: Black T-shirts 15 x Small 20 x Medium 30 x Large 20 x XL 15 x XXL Note: - Joburg Tourism to provide	200

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	campaign logo • Service provider to mock-up logo for printing	
	14. Long sleeve Joburg campaign t-shirts Item specification: 100% cotton, 180-gram unisex t-shirts Item colours: 100 x Black and 100 x White T-shirts Type of printing: Plastisol Screen Printing Branding colour: • white on black • black on white Sizes: White T-shirts • 15 x Small • 20 x Medium • 30 x Large • 20 x XL • 15 x XXL Sizes: Black T-shirts • 15 x Small • 20 x Medium • 30 x Large • 20 x XL • 15 x XXL Note: • Joburg Tourism to provide campaign logo • Service provider to mock-up logo for printing	200

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	15. Unisex winter knitted hats Colour: Black Quality: 100% Cotton Size: Head circumference about 52-60cm. Material: Cotton, acrylic fibers. Branding • Type of printing: Embroidery • I love Johannesburg Note: • Joburg Tourism to provide artwork	300
	16. Stretch Luggage Cover Standard large size: 67-73cm Colour: black Branding • One side with different iconic images of Joburg tourist attractions and include white Joburg Tourism logo. • One side with full colour campaign logo Note: • Joburg Tourism to provide logos • Service provider to source images • Service provide to mock-up artwork for production	100 50 x Convention logo 50 x Visit. Work. Play logo

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	Cocoon Cosy Fleece Knee Blanket with Nylon drawstring pouch Quality: - micro coral fleece Size: Fleece 150 (l) x 120 (w) Packaging : nylon drawstring pouch: 35 (l) x 15 (w) Colour: black Branding: Embroidery (fleece): Joburg Tourism or Convention bureau logos on the fleece Printed (packaging): Joburg Tourism or Convention bureau logos on the fleece	200 100 x Convention logo 100 x Visit. Work. Play logo
	17. Ultra Soft U shape Travel Pillow with Foam Particles Colour: black Branding: Embroidery (fleece): Joburg Tourism or Convention bureau logos on the fleece	100 50 x Convention logo 50 x Visit. Work. Play logo
	18. Black branded large square cushions with 100% cotton cushion covers with black zip. Quantity: 10 x large square cushions with 100% cotton cushion covers. Quality: Cushions and 100% cotton cushion covers with black zip to allow alternating cushions and should be machine or hand washable Size: 60 x 60 cm	10

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	Branding specs - One side with different iconic images of Joburg tourist attractions. - One side with Joburg Tourism logo. Note: - Joburg Tourism to provide logo - Service provider to source images	
	19. Black branded middle rectangular cushions with 100% cotton cushion covers with a black zip Quantity: 10 x large square cushions with 100% cotton cushion covers. Quality: Cushions and 100% cotton cushion covers with black zip to allow alternating cushions and should be machine or hand washable Size: 30 x 50cm Branding - One side with white Joburg Tourism logo - One side full colour campaign logo Note: - Joburg Tourism to provide logos - Service provider to source images	10
	20. Black branded standard (small) size cushions with 100% cotton cushion covers with a black zip Quantity :10 x standard (small) size cushions with 100% cotton cushion covers with a black zip Quality: Cushions and 100% cotton cushion cover with black zip to allow alternating cushions and should be machine or hand washable	10

ITEM PICTURE	ITEM NAME & BRANDING DISCRIPTION	QUANTITIES
	Size: 45x45cm Branding • One side with different images of Joburg tourist attraction • One side with Joburg Tourism logo Note: • Joburg Tourism to provide logo • Service provider to source images	

PRICING SCHEDULE:

Item	Quantity	PRICE/UNIT excl VAT	TOTAL PRICE Excl VAT
1. Black Personalised Oakridge A5 USB Notebook	200	R	R
2. Black Travel Gift Set: Passport holder, luggage tag and matching pen packed packaged in a box.	100		
3. Black Belkin Boost Up Charge 10 000mAh 3-Port Power Bank + USB-A to USB-C Cable	100		
4. Silver Key 8GB branded USBs with key ring	300		
5. Tribal Vuvuzela Pens	50		
6. Crystal Pens	300		
7. Skinny Tumbler with Lid 20 oz Stainless Steel Slim Vacuum Insulated Tumblers Cup	500		
8. Basic visor cap	500		
9. Bluetooth wireless earphones in a charging case and compatible with both IOS and Android devices	200		
10. Welcome to Joburg Tote Bags	1 000		
11. Short Sleeve I love JHB & Johannesburg T-shirts	200		
12. Long Sleeve I love JHB & Johannesburg T-shirts	200		
13. Short Sleeve Joburg campaign T-shirts	200		
14. Long Sleeve Joburg campaign T-shirts	200		
15. Unisex Winter Knitted Hats	250		
16. Stretch Luggage Cover	100		
17. Cocoon Fleece blankets	200		
18. Neck support pillow	100		
19. Black branded large square cushions	10		
20. Black branded middle rectangular cushions	10		

Item	Quantity	PRICE/UNIT excl VAT	TOTAL PRICE Excl VAT
21. Black branded standard (small) size cushions	10		
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

CHECKLIST

Checklist documents and requirements should be submitted or attached as failure to do so may lead to disqualification.

Documents required to be attached:	Attached	
	Yes	No
Quotation on company letter head.		
All parts must be quoted. (If there is an omission of any part or parts will result in disqualification.)		
Valid certified BBBEE certificate or affidavit.		
Valid Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwriting		
Respondents should also include in their submission two (2) references of similar or same job done before, failure to meet this requirement will result in disqualification of the submission		
Respondents should also include in their submission two (2) samples of similar or same job done before by them, failure to meet this requirement will result in disqualification of the submission		
Completed RFQ		
Municipal Account not in arrears for more than 90 days for all <u>directors</u> or lease agreement if leasing a property or affidavit if the company and directors are nether leasing nor own a property.		
Municipal Account not in arrears for more than 90 days for the <u>company</u> with the address appearing on CSD report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property.		

DISQUALIFICATION CRITERIA

- a) Failure to fully complete MBD 6.2 and annexures
- b) Failure to quote for all items in the pricing schedule

Local Content Declaration - Summary Schedule

Tender No.	
Tender description:	
Designated product(s)	
Tender Authority:	
Tendering Entity name:	
Tender Exchange Rate:	
Specified local content %	

Note: VAT to be excluded from all calculations

GBP

[illegible]

Signature of tenderer from Annex B

Date: _____

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.	
(D2)	Tender description:	
(D3)	Designated Products:	
(D4)	Tender Authority:	
(D5)	Tendering Entity name:	
(D6)	Tender Exchange Rate:	Pula

Note: VAT to be excluded from all calculations

EU R 9,00

GBP **R 12.00**

A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender Item no's	Description of Imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(19) Total exempt imported value

This total must correspond with
Annex C-C31

B. Imported directly by the Tenderer

[illegible]

(D37) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

[illegible]

(D45) Total imported value by 3rd party

D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(DS2) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with
Annex C - C 33

Signature of lender(s) from Annex B

Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) Manpower costs (Tenderer's manpower cost)

(E11) Factory overheads (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: