



**SOUTH AFRICAN TOURISM**

**GENERAL TENDER CONDITIONS**

**AND**

**TENDER - REQUEST FOR PROPOSALS**

**Tender no SAT INDIA 002/17**

**Appointment of an event managements company for South African Tourism India**

**Date issued: 15 Dec 2017**

**Tender due date: 10 Jan 2018**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

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## 1 INTRODUCTION

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. SA Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

The scope of SA Tourism's business includes three distinct areas of business focus and delivery, with different target markets and segments:

- I. International Leisure tourism (travel trade and consumer); and Domestic leisure tourism (travel trade and consumer)
- II. Business events through the delivery unit the South African National Convention Bureau (Meetings, Incentives, Conferences, Exhibitions);
- III. Quality assurance of tourism establishments through the delivery unit the Tourism Grading Council of South Africa.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

The submission of proposals will be in terms of this document. All information requested, must be supplied and all annexures completed, whether such information or annexure refers to the eventual tender or not. This information will form part of the eventual tender and must therefore be completed, as there will not be an opportunity to do so later. Thus it essential that the information supplied is both correct and true.

Prospective tenderers must periodically review <http://www.southafrica.net/trade/en/tenders> for updated information or amendments with regard to this tender, prior to due dates.

## 2 CLOSING DATE

The closing date for the submission of proposals is **12h00 on Wednesday, 10<sup>th</sup> January 2018** No late submissions will be accepted

## 3 TENDER DOCUMENTS MARKING

- 3.1 Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
- 3.2 Tenders must be completed in black ink where mechanical devices, e.g. typewriters or printers, are not used.
- 3.3 Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.
- 3.4 **Each tender, including 1 original, 3 hard copies and 4 electronic copies (PDF format), must be submitted in separate sealed envelopes (Please clearly mark which proposal is the original) with the following markings:**

Tender Number: SAT INDIA 002/17  
Description: Events management services

Closing date: 12h00 on 10<sup>th</sup> January 2018  
Name of Company: (Tenderer)  
Contact Person: (Tenderer)

- 3.5 Tenders should be hand delivered or couriered to the following address so as to reach the destination no later than the closing date and time:

Mr. Ajay Shah  
Country Finance Manager  
South African Tourism  
Unit No. 3, Ground Floor TCG Financial Centre, C-53 "G" Block  
Bandra-Kurla Complex, Bandra (E) Mumbai - 400 051, Maharashtra India

- 3.6 No tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered.

**4. CONTACT AND COMMUNICATION**

- 4.1 A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Mr. Ajay Shah via email [ajay@southafrica.net](mailto:ajay@southafrica.net) and/or (+91) 22 6158 5100. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.
- 4.2 The delegated office of South African Tourism may communicate with Bidder(s) where clarity is sought in the bid proposal.
- 4.3 Any communication to an official or a person acting in an advisory capacity for SA Tourism in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- 4.4 All communication between the Bidder(s) and SA Tourism must be done in writing.
- 4.5 Whilst all due care has been taken in connection with the preparation of this bid, SA Tourism makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. SA Tourism, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 4.6 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by SA Tourism (other than minor clerical matters), the Bidder(s) must promptly notify SA Tourism in writing of such discrepancy, ambiguity, error or inconsistency in order to afford SA Tourism an opportunity to consider what corrective action is necessary (if any).
- 4.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by SA Tourism will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 4.8 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

**5 SECURITY AND INTEGRITY CLEARANCE**

All information documents, records and books provided by SA Tourism to any tenderer, in connection with the invitation to tender or otherwise, are strictly private and confidential. These will not be disclosed by any tenderer to any third party, except with the express consent of SA Tourism, which will be granted in writing prior to such disclosure. SA Tourism, however, reserves the right to disclose any information provided by any tenderer to any of the employees of SA Tourism for successful tenders.

A proposal for award will be rejected if SA Tourism determines that the supplier recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question.

SA Tourism may require contractors to permit SA Tourism to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by SA Tourism.

**5.1 FALSE INFORMATION**

Should the Tenderer provide and/or provides SA Tourism intentionally or negligently with false and/or misleading information or intentionally or negligently omitted any material fact that may have rendered any statement made by the Tenderer misleading, in connection with this Tender Request for

Proposal or supporting information or any subsequent requests for information and/or such misleading and/or false information and/or omission of any material fact induced SA Tourism in awarding the Tender and/or concluding any subsequent agreement shall entitle SA Tourism in its sole discretion forthwith to disqualify the Tenderer and/or to immediately terminate any agreements subsequently entered into without prejudice to any of the rights SA Tourism has in terms of such agreement and/or any law.

## 5.2 VAT, DUTIES AND OTHER TAXES

Prices and must be quoted inclusive of VAT/GST and all other relevant taxes and duties (where applicable) should be shown separately.

### 5.2.1 The full price under this tender must be quoted in Indian Rupee (INR).

## 6 SPECIAL TENDER CONDITIONS

This tender and its acceptance will be subject to the terms and conditions described below.

SA Tourism is/will not be liable for any costs incurred in preparation and delivery of tenders.

All documents, samples and materials submitted as part of a tender becomes the property of SA Tourism, and yet in any event SA Tourism will not be liable for loss or damage to any documents, samples and materials submitted.

### 6.1 TENDER SURETY

SA Tourism requires no proposal surety, but tenderers should note the conditions set out below. However SA Tourism reserves the right to review this position at contractual stages.

### 6.2 DOWNSCALING OF WORK

SA Tourism reserves the right to downscale the required services should the need arise. In such cases, SA Tourism will only downscale such services after every completed contractual period of 12 months. At least 3 months' notice of such downscaling will be provided to the successful bidder.

### 6.3 VALIDITY PERIOD

The tender proposal must remain valid for at least four (4) months after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

### 6.4 COMPLETENESS OF THE SOLUTION

The tenderer must complete all documents in full and submit these with the proposal. Failure to comply with these requirements may invalidate the tenderer or disqualify the proposal.

Notwithstanding any possible shortcomings and / or inconsistency in the specifications, the tenderer must ensure that the solution offered will form a complete, cost effective and functional proposal for the whole project solution.

### 6.5 CONTRACTUAL IMPLICATIONS

The tenderer must complete all documents in full and submit these with the proposal. Failure to comply with these requirements may invalidate the tenderer or disqualify the proposal.

#### 6.5.1 Upon submission of the tender response, the Tenderer is unconditionally bound by the terms and conditions of the Request for Proposal (RFP) and the tender response. In the event of any conflict or confusion arising between the terms and conditions of the RFP and the tender response, the RFP shall prevail.

#### 6.5.2 The Tenderer acknowledges that awarding of the Tender is based solely on the information supplied in the tender response, accordingly the relevant Terms and Conditions of the Request for Proposal

and the tender response will be incorporated in the subsequent written agreement, unless otherwise provided by SA Tourism.

- 6.5.3 Other than providing rights to SA Tourism, nothing in this Tender Request and tender response should be construed to give rise to SA Tourism having any obligations or liabilities whatsoever, express or implied.
- 6.5.4 The successful Tenderer shall only be entitled to render services and/or provide goods to SA Tourism once a separate written contract, which should be aligned to "GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT". (Please visit <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx>) for further information issued in 2010 in this respect), has been signed by both the Tenderer and SA Tourism, whereupon the Request for Proposal and tender response will cease to have force and effect.
- 6.5.5 The successful tenderer will assume sole responsibility, regardless of any third party or subcontracting agreements it may enter into.
- 6.5.6 The terms and conditions of this Request for Proposal and any agreement entered into between SA Tourism and Tenderer as a result of a successful proposal by the Tenderer to this Request for Proposal (RFP) shall always be interpreted and subject to the laws of the Republic of South Africa and the jurisdiction of the South Gauteng High Court in Johannesburg. The terms and conditions of this sub-clause 5.5.6 shall survive any subsequent contractual provision or agreement attempting to evade, amend or nullify the said provisions of this sub - clause 5.5.6 to the Request for Proposal.

#### 6.6 CONDITIONS OF PAYMENT

No service should be provided to SA Tourism in terms of this tender and no amount will become due and payable by South African Tourism before:

- a cost estimate has been provided by the service provider/supplier.
- an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order; and

Unless otherwise determined in the contract or other agreement, all payments due to creditors will be settled within 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgment. This implies that amounts owing will be paid within 30 days from receipt of invoice if the goods, works or services were delivered to the satisfaction of SA Tourism.

Notwithstanding any provisions in this document, no payment will become due or payable unless the invoice is accompanied with:

- a statement, reconciling all monies already paid and still outstanding; and
- all relevant supporting documentation.

All invoices to be issued must be issued in the relevant currency in which the contract is done with SA Tourism. No GST or VAT may be levied on work that meets the criteria of an export.

Tenderer shall be responsible for any foreign exchange losses incurred due to currency fluctuations, without having any recourse whatsoever against SA Tourism for such loss.

#### 6.7 QUALITY ASSURANCE

All services rendered by the Tenderer, its personnel, agents or sub-contractors will be subject to on-going evaluation to determine its effectiveness and will be so guaranteed for the full contract period by the Tenderer after acceptance by SA Tourism.

## 6.8 INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights, applicable to the awarded bidder, including, but not limited to, copyright, trademarks, design rights, patent rights and other similar rights in the Request for Proposal and the tender response and in any works or products created as a result of the performance of the Tenderer in relation to this Request for Proposal and tender response, will vest in, and are hereby assigned to SA Tourism, unless specifically agreed otherwise, in the form of individual written Agreements signed by both parties.

## 6.9 AWARDING OF CONTRACT

Proven relevant experience and success, as well as the ability to deliver services required will be important considerations. By the submission of tender, each submitter warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she has tendered. Any work performed by a successful tenderer will be evaluated.

The tenderer also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties.

The proposal may be awarded, in part or in full, at the sole discretion of SA Tourism, to one or more concerns on a non-exclusive basis. Proposals that are qualified by a tenderer's own conditions may be rejected as being invalid, and failure of the submitter to renounce such conditions when called upon to do so may invalidate the proposal.

SA Tourism may request clarification or additional information regarding any aspect of the proposal. The tenderer must supply the requested information within 24 hours after the request has been made, otherwise the tenderer may be disqualified. SA Tourism may also request a demonstration, and submitters must comply with such a request within 24 hours.

## 7 TERMINATION OF CONTRACT

SA Tourism reserves the right to curtail the scope of any tender awarded or to curtail any aspect of any tenderer. In the event of any such curtailment, the tenderer will have no claim against SA Tourism.

SA Tourism also reserves the right to terminate, in SA Tourism's sole discretion and without providing any reason for the termination, the award of any proposal to any party if such party breaches, on 2 or more occasions, any component of the Service Level Agreement to be signed by both the supplier and SA Tourism.

## 8 PROPOSAL SUBMISSION

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and specific to information required. Compliance or Non-compliance with detailed information must be indicated per paragraph as per numbering format if there are additional and/or alternative products/services, options must be separately tendered for in the form of a separate proposal, and with a complete schedule describing deviations from specifications and technical brochures must be submitted where applicable.

Own conditions submitted by small, micro enterprises will be considered sympathetically by SA Tourism, however SA Tourism reserves the right to call upon the tenderer to renounce such conditions.

If any of the conditions on this tender form are in conflict with any special conditions, stipulations or provisions incorporated in the tender, such special conditions, stipulations or provisions will apply.

### ANNEXURES TO TENDER - REQUEST FOR PROPOSAL

#### 8.1 ANNEXURE A: DETAILED SPECIFICATION OF GOODS & SERVICES

#### 8.2 ANNEXURE B: COMPANY INFORMATION



An affidavit detailing the company structure, classification, sector, assets etc. of a firm is required. The affidavit provides vital information required to evaluate a tender e.g. the SMME/ HDI status of a firm may be ascertained from the information provided. It is therefore compulsory that the document be completed and stamped by a Commissioner of Oath.

**No HDI/SMME information needs to be provided by legal entities registered outside the Republic of South Africa.**

In the case of more than one party participating in a joint venture that jointly submit a tender for work, the information of all legal entities participating in the joint venture must be provided.

8.3 ANNEXURE C: DETAILED BREAKDOWN OF TOTAL COST AND STANDARD SERVICES

8.4 ANNEXURE D: ACCEPTANCE OF GENERAL TENDER CONDITIONS OF SOUTH AFRICAN TOURISM

8.5 ANNEXURE E: DECLARATION OF INTEREST FOR TENDERS

8.6 ANNEXURE F: TENDER ENTERPRISE DECLARATION AFFIDAVIT:

An affidavit detailing the company structure, classification, sector, assets etc. of a firm is required. The affidavit provides vital information required to evaluate a tender e.g. the SMME/ HDI status of a firm may be ascertained from the information provided. It is therefore compulsory that the document be completed and stamped by a Commissioner of Oath.

8.7 ANNEXURE G: NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE (APPLICABLE TO ENTITIES LEGALLY REGISTERED IN THE REPUBLIC OF SOUTH AFRICA):

To demonstrate compliance to commercial information bidders are required to attach proof of their successful supplier registration on National Treasury's Centralized Supplier Database (CSD).

**SA Tourism will not consider any bids from bidders whose tax status is not valid on CSD or where substantive proof is provided that such tax matter are indeed in order.**

Bidders who are not registered on CSD can do so on <https://secure.csd.gov.za/>

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate centralized supplier database registration report.

**Where relevant, failure to submit proof of CSD registration shall invalidate a tender and/or inclusion in any list or database of prospective suppliers.**

8.8 ANNEXURE H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This annexure serves as a declaration to be used by institutions 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.

The tender of any tenderer may be disregarded if that tenderer, or any of its directors have:

- Abused the institution's supply chain management system;
- Committed fraud or any other improper conduct in relation to such system; or
- Failed to perform on any previous contract.

8.9 ANNEXURE K : CERTIFICATE OF INDEPENDENT BID DETERMINATION

## 9 ANNEXURE A: DETAILED SPECIFICATION OF GOODS AND SERVICES

### 9.1 Background on SA Tourism

SA Tourism was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. SA Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of the South African Board in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

### 9.2 SA Tourism's Business Units and Country Offices

SA Tourism executes a broad spectrum of segment-specific marketing activities and support activities throughout the world through its 20 Business Units. Details of these are as follows:

Name of Business Unit	Designation of Business Unit Manager	Sub Business Units and key projects falling under this Business Unit
1. Strategic Research Unit (SRU)	General Manager : Strategic Research	
2. National Convention Bureau (including Business Tourism)	Chief Convention Bureau Officer	2.1 Meetings and Convention sales 2.2 Meetings Africa
3. Europe	General Manager: International Marketing	3.1 UK office 3.2 French office 3.3 Italy office
4. Central Europe		4.1 Germany 4.2 Russia 4.3 Austria 4.4 Spain 4.5 Turkey
5. Benelux and Scandinavia		5.1 Netherlands 5.2 Belgium 5.3 Finland 5.4 Norway 5.5 Denmark 5.6 Sweden
6. Asia Pacific		6.1 China 6.2 Japan 6.3 South Korea
7. Australasia Portfolio		7.1 Australia office 7.2 New Zealand
8. North America		8.1 USA 8.2 Canada
9. Latin America		9.1 Brazil 9.2 Argentina
10. Africa Portfolio	Regional Director: Africa	10.1 Africa Portfolio Head Office 10.2 East Africa hub office (Kenya/Tanzania/Uganda) 10.3 West Africa hub office (Nigeria/Ghana) 10.4 Angola office 10.5 DRC marketing activities
11. Domestic Tourism & SADC (including Events)	Country Manager: Southern Africa	11.1 Intra South Africa travel by South Africans 11.2 Marketing activities in neighbouring countries
12. Central Marketing	Chief Marketing Officer	12.1 Advertising & Marketing Management (including Global Brand Management, Corporate Identity compliance and all agency management excluding PR) 12.2 Global Projects including Meetings Africa

Name of Business Unit	Designation of Business Unit Manager	Sub Business Units and key projects falling under this Business Unit
		12.3 Channel Management 12.4 In-market Ubuntu Trade & Media awards
13. Watchlist market (including Strategic Hubs)	Global Manager Watchlist Markets	-
10. Public Relations & Communication	Global Manager: Communication	10.1 Messaging management 10.2 Agency management 10.3 Messaging for key brand themes, events and situations
14. Digital	Global Manager :Digital	14.1 Content management incl. website 14.2 National product database 14.3 Online/social media marketing
15. Finance (including Supply Chain and Payroll)	Chief Financial Officer	15.1 Financial Management 15.2 Supply Chain Management 15.3 Payroll Management 15.4 Financial Compliance
16. Tourism Grading Council of South Africa	Chief Quality Assurance Officer	16.1 Operations including PMA and assessor management 16.2 Marketing and Communications 16.3 Customer and Stakeholder Relationship management
17. Human Resources	GM: Human Resources	17.1 Recruitment, resignations and dismissals 17.2 Industrial relations 17.3 Training & learning
18. Office of the CEO/COO	Chief Operating Officer	18.1 Legal 18.2 Administration (including fixed asset- and insurance management) 18.3 Board Secretariat 18.4 Internal Audit 18.5 CEO projects 18.6 Organisational planning, Risk management and Performance Information 18.7 Business Processes
19. Business Information Systems (including all IT Support functions)	General Manager: Business Information Systems	19.1 Applications and IT Infrastructure support and maintenance
20. Product & Itinerary Management	Global Manager : Product	20.1 Media and Trade Familiarisation trips 20.2 Speed marketing 20.3 Welcome Awards

### 9.3 Mandate

SA Tourism is a Schedule 3A Public Entity, listed in terms of the Public Finance Management, 1999 (Act No. 1 of 1999), and it is accountable to the Minister of Tourism. SA Tourism is a public entity established in terms of section 2 of the Tourism Act, 2014, (Act No. 72 of 2014). In line with its mandate, SA Tourism receives funding for its operations from government.

Chapter 3 of the Tourism Act, 2014 provides the following as functions of the SA Tourism:

- Market South Africa as a domestic and international tourist destination;
- Market South African tourism products and facilities internationally and domestically;
- Develop and implement a marketing strategy for tourism that promotes the objectives of the Act, and the National Tourism Sector Strategy;
- Advise the Minister on any other matter relating to tourism marketing;
- With the approval of the Minister, establish a National Convention Bureau in order to market South Africa as a destination for business events by:
  - Coordinating bidding for international conventions;
  - Liaising with other organs of state and suitable bodies to promote South Africa as a destination for business events; and
  - Reporting to the Minister on the work performance of the National Convention Bureau.

The Board of SA Tourism must perform any function imposed on it, in accordance with a policy directive of the Minister, and not in conflict with the Act. Additionally, Chapter 4 of the Tourism Act, 2014 provides the following as functions of the Grading Council:

- Implement and manage the national grading system for tourism, as contemplated in section 28. The Minister must oversee the functioning of the Council, and
- The Council is, in this respect, accountable to the Minister for the proper implementation and management of the national grading system.

### 9.4 The Vision

The organisation's vision is, for South Africa, to be one of the preferred tourist destinations in the world in order to maximise the economic potential of tourism for the country and its people.

The vision will be achieved through the following:

- Facilitating the strategic alignment of the provinces and industry in support of the global marketing of tourism to South Africa;
- Removing all obstacles to tourism growth;
- Building a tourist-friendly nation; and
- Ensuring that tourism benefits all South Africans.

### 9.5 The Organizational Structure

SA Tourism has five (5) divisions, Leisure Marketing, National Convention Bureau (NCB), Tourism Grading Council of South Africa (TGCSA), Finance & Supply Chain Management and Operations. SA Tourism furthermore operates eleven (11) offices internationally, which serve as delivery stations for international markets and they are spread across five (5) continents, it also has an office within the Africa Region (with plans to expand further). SA Tourism operates its domestic and SADC marketing activities from its head office based in Johannesburg, Sandton.

SA Tourism currently employs about 173 employees across all business units; its approved staff compliment is approximately 193. Of the 173 staff members, fifty-eight (58) are based in the international offices, two in the Regional office and the balance at head office.

#### Country Office Locations

CONTINENT / REGION	COUNTRY
North America	1. USA (New York)
South America	2. Brazil (Sao Polo)
Europe	3. Germany(Frankfurt) 4. UK (London) 5. France (Paris) 6. Italy (Milan) 7. Amsterdam 8. Netherlands

Asia	9. China (Beijing) 10. Japan (Tokyo) 11. India
Australasia	12. Australia (Sydney)
Africa	13. Nigeria (Lagos) 14. Angola (Luanda)

Furthermore, from 2015/16 - these offices are serviced using a hub approach. This means SA Tourism's hubs may be operating a number of offices that are not governed by the same laws.

The hub strategy is being implemented in the following ways:

AMERICAS		ASIA & AUSTRALASIA	EUROPE			
North America	Latin America	Asia Pacific	Central Europe	Northern Europe	Southern Europe	United Kingdom
USA (Office) - Hub	Brazil (Office) - Hub	China (incl. Hong Kong & Macau) (Office) – Hub	Germany (Office) - Hub	The Netherlands (Office) - Hub	France (Office) - Hub	
Canada	Argentina	Japan	Russia	Belgium	Italy	
		South Korea	Switzerland	Sweden	Spain	
			Austria	Denmark		
AFRICA		INDIA	AFRICA –HEAD OFFICE HUB		WATCHLIST	
West Africa	East Africa	India (Office) - Hub	DRC		Finland	
Nigeria (Office) - Hub	Kenya (Office) – Hub				Norway	
Ghana	Tanzania				Turkey	
	Ethiopia				Malawi	
Central Africa	SADC				Swaziland	
Angola (Office)	Botswana	ASIA AIR LINK HUB			Egypt and Morocco	
	Malawi	Malaysia			Israel and Saudi	
	Mozambique	Singapore			Tunisia	
	Zimbabwe	UAE			Priority Missions	
	Zambia	AUSTRALASIA				
	Lesotho	Australia (Office) – Hub				
	Namibia	New Zealand				

## 9.6 Scope of services

SA Tourism India, based at Unit No. 3, Ground Floor TCG Financial Centre, C-53 "G" Block, Bandra-Kurla Complex, Bandra (E) Mumbai - 400 051, Maharashtra India is hereby inviting reputable event management companies to submit proposals in a bid to be appointed as a preferred service provider to render event management services for a road-show it is planning to host as follows:

### Road Show Schedule

12-Feb 2018	Monday	08:00hrs - 10:00hrs	Breakfast, SAT India Presentation
		11:00hrs - 16:00hrs	Road Show in Mumbai
13-Feb 2018	Tuesday	10:00hrs - 13:00hrs	Pre arranged meetings, Mumbai
14-Feb 2018	Wednesday	10:00hrs - 14:00hrs	Road Show in Kolkata
15-Feb 2018	Thursday	10:00hrs - 14:00hrs	Road Show in Bangalore
16-Feb 2018	Friday	10:00hrs - 13:00hrs	Pre arranged meetings, Delhi
		14:00hrs - 17:00hrs	Road Show in Delhi
20-Feb 2018	Monday	10:00hrs - 15:00 hrs	Road Show in Ahmedabad

### Size of the Venue :

Mumbai: Trident Nariman Point, Regal Room - 6,700 sq.ft.

Kolkata: Oberoi Grand, Ballroom - 6,400 sq.ft.

Bangalore: Taj Vivanta MG Road, Trinity Room - 6,400 sq.ft.

Delhi : Le Meridien, Sovereign Room - 9,000 sq.ft.

Ahmedabad - Hyatt Regency, Regency Ballroom - 6,000 sq.ft.

### 9.6.1 Event management services will include, but will not be limited to:

#### (a) Requirements General:-

- I. Photographer for all shows. All Photographs to be given to us in a digital format ( pen drive and link city wise) high res photographs must be available immediately for media use;
- II. Set up ( as below); ,
- III. Coordination with the exhibitors regarding visuals etc. Coordination with the hotels for the set up and group check in;
- IV. Transport cost for 80 pax - Mumbai x 1, Delhi x 2, Bangalore x 2, Kolkata x 2, Ahmedabad x 1;
- V. All fluid cost like courier cost, excess baggage to be paid on actual invoicing;
- VI. No pull up banners for exhibitor identification; and
- VII. General assistance on ground with mask, tapes, scissors

#### (b) Set Up:-

- I. 65 booths. Ahmedabad 58 Rest of the city's 65;
- II. Layout - maximum booth size, clear aisle for free flow of visitors;
- III. Signage - each booth with exhibitors;
- IV. SA Tourism - to showcase SA visually;
- V. Completed before 6am on days of the show. Venue is only available from previous night after the function;
- VI. Each table to have laptop connectivity, with plugs of all sizes to fit in;
- VII. 65 stationary kits for each exhibitor ( pen, stapler, u pins);
- VIII. Badges with lanyards - Quantity 150;
- IX. Snack packs for 5 cities . 80 each city; and
- X. Logo backdrop (standee type) x 4 pcs for media room.

#### (c) Visitor Support:-

- I. Prior group check in with the hotels;
- II. Attend to RSVPs - calls and emails. Give information on time and venue while responding to RSVP;
- III. Reminder phone calls - 2 reminder calls per city minimum;
- IV. Reminder email - 1 email reminder;
- V. Maintain RSVP sheet in SAT requested format;
- VI. Weekly RSVP update for each city; and

VII. Assistance with any logistics/ directing invitees or spokespersons.

**(d) Registrations:-**

- I. Registrations for all delegates on the day of the event;
- II. Attendance database compiled in format provided; and
- III. Business cards to be collected and handed over to SAT after the show in all cities.

**(e) Kit / Support / Collateral:-**

- I. Collateral will be supplied by SA Tourism in bulk, to be picked from SA Tourism office and sent to the respective cities. Sent back to SA Tourism office in case of excess left over;
- II. Kits to be handed over to the delegates at registration;
- III. For tender purpose please quote based on 1000kgs;
- IV. Please note payment will be made on actual;
- V. Bags/ Press Kits for media - Collateral provided by SAT. Press release to be printed, and presented in folders. Numbers 150; and
- VI. SAT branded Pen Drives to be sourced and should be content ready. (Content provided by SAT). Numbers 400.

**9.6.2 Cost proposals:-**

The bid response needs to include a cost proposal based on a management fee where cost vs. effort must be considered for services to be rendered under this Request for Proposals (RFP) in so far as the following needs to be provided.

- Resource plan with associated rate card, inclusive of operational overhead costs per resource;
- Project Timing Schedule of resources;
- Any additional operational costs; and
- Project budgets.

**9.7 Short listing**

The evaluation process of the bid might call for additional information and presentations from short-listed bidders (bidders who meet the minimum criteria for functionality).



## 9.8 Bid protocol and packaging of bids

Bidders should take precaution to not contravene the provisions of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, which 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).

An agreement to engage in a restrictive horizontal practice is presumed to exist between two or more firms if -

- a) any one of those firms owns a significant interest in the other, or they have at least one director or substantial shareholder in common; and
- b) any combination of those firms engages in that restrictive horizontal practice;
- c) an agreement for co-operation between two or more competing businesses operating at the same level in the market;
- d) Price fixing- an arrangement in which several competing businesses make a secret agreement to set prices for their products to prevent real competition.

### 9.8.1 Proposals are expected to be presented in one pack. The pack, however, should be noticeably subdivided into 3 parts in the following order:

Bid protocol and packaging of bids

**Part A:** Documents and information relating to the vetting of company/commercial information where the following information and supporting documents should be provided in sequential order, for vetting and verification purposes:

- a) Cover letter introducing your company and any subcontractors who will participate in the contract and what the main responsibilities would be of each party;
- b) National Treasury Centralised Supplier Database (CSD) registration summary report (intended only for entities legally registered in South Africa);
- c) Valid certified copy if B-BBEE certificate (intended only for entities legally registered in South Africa);
- d) Copies of latest Statement of financial position, Statement of financial performance and Cash flow statement;
- e) Letter of Good standing - Compensation Fund (COIDA) (intended only for entities legally registered in South Africa);
- f) Certified copies of South African Identity Documents or Valid Passports of Members, Directors or owner (*Copy with original stamp*) (intended only for entities legally registered in South Africa);
- g) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website and email address) where similar work were undertaken.

**Part B-** All documents and completed annexures of the Request for Proposal (RFP) in sequential order as they have been issued where bidders are required to:

- a) Initial each page of the Request For Proposal (RFP) to confirm that they have read and understood the contents of the bid;
- b) Duly completed (and signed where relevant) all Standard Bidding Documentation (SBD's) as required from section 9 onwards, including Annexure A-K and provide certificates where relevant.

Should all of these documents not be included and signed where applicable, the bidder may be disqualified on the basis of non-compliance/ non-responsiveness.

**Part C-** Credentials against the proposed scope of services, including a cover letter introducing your company and any information which will demonstrate:

- a) Bidders' capability to provide the required services, this may include but not limited to resources e.g. equipment, staff, asset register, global footprint etc. in line with SAT's request for proposals (RFP);

- b) Description and location of premises where the bidder operates from (SAT may perform site inspections of the proposed premises of shortlisted bidders);
- c) Proof of previous relevant experience;
- d) Proposal in line with your understanding of what the scope of work entails and any additional information which you deem valuable for consideration during the bid evaluation process;
- e) Any value added services you are able to offer relevant to this scope of services;
- f) Proposed team structure and skills of team members who will be assigned to this contract should you be the successful bidder;
- g) Detailed quantifiable pricing schedules (inclusive of all applicable taxes) based on the bidders' understanding of SA Tourism's full requirements under this tender. Where unsure, as much detail as possible should be provided. SA Tourism will need to be able to determine what the full contract value would be.

Companies who fail to adhere to the above requirements; risk being disqualified from the evaluation process.

### 9.9 Anti-Corruption Compliance

SA Tourism is committed to conducting its business ethically and to achieving and maintaining the highest standards of corporate governance, particularly in respect of anti-corruption compliance. We require all of our business partners, suppliers, vendors, contractors and service providers, who play an important and valued role in our continuing business success, to behave ethically and to avoid engaging in corrupt business activities.

To assist SA Tourism in respect of its commitment to ethical business practices, all successful bidders are required to complete an anti-bribery compliance questionnaire and thereafter to undergo an anti-bribery due diligence check ; the outcome thereof may determine, at SA Tourism's discretion, whether SA Tourism will enter into any contractual agreement or other arrangements with the supplier, or not.

SA Tourism reserves the right to disqualify bidders based on the results and outcomes of its risk based anti-bribery due diligence procedures and will not furnish reasons for such decisions.

Successful bidders will further be required to sign warranties and undertake contractually that, in carrying out their responsibilities on behalf of SA Tourism, neither they nor their owners, officers, directors, employees, or their agents or subcontractors will pay, offer, or promise to pay, or authorize the payment directly or indirectly, of any money, gift, or anything of value to any government official or anyone else for the purpose of influencing any act or decision of such official or of the government to obtain or retain business, or to direct business to any person.

### 9.10 Evaluation process

The evaluation process will comprise of the following phases:

Phase I	Phase II	Phase III	Phase IV
<b>Administration and Mandatory bid requirements</b>	<b>Functionality</b>	<b>Price and B-BBEE</b>	<b>Recommendation and Appointment</b>
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality (Refer to section 9.6 & 10.2 of the bid document)	Comparative prices and B-BBEE level of contribution	Recommendation to SA Tourism Bid Adjudication Committee and appointment

**10. Evaluation method**

10.1 Preference points for this bid shall be awarded for:

Functionality

10.2 The maximum points for this bid are allocated as follows:

Category	Weight	Points
Functionality (responsiveness to technical requirements)	100	500
Comparative price (80) and B-BBEE level of contribution (20)	80/20	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

SA Tourism reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed;

10.3 South African Tourism reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

10.4 Criteria and weighting for Functionality:

Deliverables / Performance Indicators	Allocated weight
Experience (Does the company have a proven track record of successfully managing similar events across India)	20
Technical Expertise (Does the company have the capacity and resources to manage similar events across India)	20
Team (Does The proposed team who will be managing these events have the relevant experience i.e. managing events)	20
Project roll-out plan (how will the logistical arrangements be done and managed)	20
Proposed innovations and New Methodology (Propose any new systems/processes, innovative ideas that streamlines and / or enhance the project and that has proven cost saving initiatives that you currently employ/employed or plan to employ within this project)	20
	100 tw - total weight

10.4.1 Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.

10.4.2 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.

10.4.3 The score for functionality will be calculated as in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each individual criterion on the score sheet using the following value scale:

Rating	Definition	Score
<b>Excellent</b>	<b>Exceeds</b> the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>5</b>
<b>Good</b>	<b>Satisfies</b> the requirement with <b>minor additional benefits</b> . Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>4</b>
<b>Acceptable</b>	<b>Satisfies</b> the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	<b>3</b>
<b>Minor Reservations</b>	Satisfies the requirement with <b>minor reservations</b> . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>2</b>
<b>Serious Reservations</b>	Satisfies the requirement with <b>major reservations</b> . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>1</b>
<b>Unacceptable</b>	<b>Does not meet the requirement</b> . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

10.4.4 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria. The total score will be converted to a percentage and only Bidders that have met or exceeded the minimum threshold of 80% for functionality will be evaluated and scored in terms of the comparative pricing and B-BBEE status level of contributor.

10.4.5 Any proposal not meeting the minimum score of 80 percent on the technical/functionality evaluation will be disqualified and the financial proposal will not be considered.

10.4.6 Individual value scores for comparative pricing and B-BBEE status level of contributor will be multiplied with the specified weighting for the criterion to obtain the marks scored for all the elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage.

10.4.7 The bidder who scores the highest points for comparative pricing and B-BBEE status level of contributor, after meeting the minimum threshold for functionality, will be deemed the preferred bidder who SA Tourism will enter into further negotiations with for this tender.

#### 10.5 Points awarded for B-BBEE status level of contributor

This tender will be evaluated on the 80/20 preference point system applicable to bids which is expected to not exceed R50 million or the foreign currency equivalent thereof.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed;

- 10.5.1 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates;

**“EME”** means any enterprise with annual total revenue of R5 million or less.

- 10.5.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS;
- 10.5.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate;
- 10.5.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid;
- 10.5.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice;
- 10.5.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract;
- 10.5.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 10.6 BID DECLARATION

- 10.6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 10.6.2 B-BBEE Status Level of Contribution: = ..... (maximum of 10/20 points) Please list both;

Points claimed must be in accordance with the table reflected in paragraph 10.5 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

#### 10.6.3 SUB CONTRACTING

“sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

10.6.4 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

10.6.5 If YES, indicate:

(i) what percentage of the contract will be subcontracted?	%
(ii) the name of the sub-contractor?	
(iii) the B-BBEE status level of the sub-contractor?	
(iv) whether the sub-contractor is an EME?	YES / NO (delete which is not applicable)

[IF YES ENCLOSE  
PROOF]

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 9.7.2 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

The undersigned is duly authorised on behalf of the firm and affirms that the information furnished is true and correct	
Signature :	
Duly authorised to sign on behalf of	

Witness signature 1	
Witness signature 2	
Commissioner of Oath Signature	
Date	
Commissioner of Oath Stamp	

Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed;

South African Tourism reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

**11. ANNEXURE B - COMPANY INFORMATION**

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)		
BID IN RESPECT OF TENDER NO		
LEGAL NAME OF BIDDER		
TRADING NAME OF BIDDER		
COMPANY / CLOSE CORPORATION REGISTRATION NUMBER		
VAT REGISTRATION NUMBER		
TAX CLEARANCE NUMBER		
TAX CLEARANCE EXPIRY DATE		
HAS PROOF OF CENTRALISED SUPPLIER DATABASE REGISTRATION BEEN SUBMITTED?	YES or NO	
B-BBEE STATUS LEVEL OF CONTRIBUTION		
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)	YES or NO	

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	<input type="checkbox"/>
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR	<input type="checkbox"/>
A REGISTERED AUDITOR	<input type="checkbox"/>

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)****[TICK APPLICABLE BOX]**

POSTAL ADDRESS		
STREET ADDRESS		
CONTACT PERSON FOR THIS TENDER		
TELEPHONE NUMBER	Code:	Number:
CELLPHONE NUMBER		
FACSIMILE NUMBER	Code:	Number:
E-MAIL ADDRESS		



TYPE OF COMPANY/FIRM
<input type="checkbox"/> PARTNERSHIP / JOINT VENTURE / CONSORTIUM
<input type="checkbox"/> ONE PERSPN BUSINESS / SOLE PROPRIETY
<input type="checkbox"/> CLOSE CORPORATION
<input type="checkbox"/> COMPANY
<input type="checkbox"/> (PTY) LIMITED
<input type="checkbox"/> Other - Specify

## DESCRIBE PRINCIPAL BUSINESS ACTIVIES

<b>COMPANY CLASIFICATION</b>
<input type="checkbox"/> MANUFACTURER
<input type="checkbox"/> SUPPLIER
<input type="checkbox"/> PROFESSIONAL SERVICE PROVIDER
<input type="checkbox"/> OTHER e.g. transport etc (specify)

Total number of years the firm has been in business		
Total number of employees :		
Full Time		
Part Time		
Street Address of all Facilities used by Firm (eg. Warehousing, storage space, offices etc.)		
Do you Share Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which facilities		
With who do you share facilities (Name of Firm / Individual)		

What is the enterprises annual turnover (excl VAT) during the lesser period for which the business has been operating, or for the previous three financial years			
Rand amount :	R		
Or Previous three financial years	Year	Year	Year
	R	R	R
Management Structure (Percentage of management on executive level in each of the following groups)			
Group		Percentage	
African			
Coloured			
Indian			
White			

The undersigned is duly authorised on behalf of the firm and affirms that the information furnished is true and correct	
Name and surname	
Signature	
Capacity under which the bid is signed	
Duly authorised to sign on behalf of	
Date	
Commissioner of Oath Signature	
Commissioner of Oath Stamp	

NOTE: Bidder must submit legally attested copies of Company registration and PAN (tax number). Also must provide Bank certificate on banking relationship and Chartered accountant certificate on company financial position.

## 12. ANNEXURE C: DETAILED BREAKDOWN OF TOTAL COST AND STANDARD SERVICES

Bidders are required to summarize the cost as per the proposed financial models for 3 years and 5 years (inclusive of VAT) i.e.:

### SUMMARY OF TOTAL CONTRIBUTION:

TOTAL BID PRICE	Management Fee ZAR (Including all applicable taxes)	Projected annual escalation Percentage	Profit Share ZAR (Including all applicable taxes)	Projected annual escalation Percentage
YEAR 1				
YEAR 2				
YEAR 3				
OTHER - SPECIFY				
OTHER - SPECIFY				
OTHER - SPECIFY				
TOTAL CONTRIBUTION FOR 3 YEARS				

YEAR 4				
YEAR 5				
OTHER - SPECIFY				
OTHER - SPECIFY				
OTHER - SPECIFY				
TOTAL CONTRIBUTION FOR 5 YEARS				

## 13. TIME FRAMES

Include a detailed project / roll-out plan where applicable.

**14. ANNEXURE D: ACCEPTANCE OF GENERAL TENDER CONDITIONS OF SOUTH AFRICAN TOURISM**

I/We hereby tender to supply all or any of the services described in the Tender Request for Proposal, in accordance with the specifications stipulated therein (and which will be taken as part of, and incorporated into, this tender submission) at the prices and on the terms regarding time for delivery and/or execution inserted therein, to South African Tourism on the terms of the General Tender Conditions of South African Tourism

I/WE AGREE THAT -

- 14.1 the offer herein will remain binding upon me/us and open for acceptance by South African Tourism during the Validity Period indicated and calculated from the closing time of the tender.
- 14.2 if I/we withdraw my/our tender within the period for which I/we have agreed that the tender will remain open for acceptance, or fail to fulfill the contract when called upon to do so, South African Tourism may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and South African Tourism and I/we will then pay to South African Tourism any additional expense incurred by South African Tourism having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tenders and by the subsequent acceptance of any less favourable tender; South African Tourism will also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Province may sustain by reason of my/our default;
- 14.3 if my/our tender is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd will be regarded as my/our agent; and delivery of such acceptance to SA Post Office Ltd will be treated as delivery to me/us;
- 14.4 the law of the Republic of South Africa will govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic at (full address of this place)

I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

I/We agree that background screening can be done to all directors of our legal entity that submits this bid

I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tender(s) involved:


Duly signed by authorised person on this            day of            2017    as    unconditional acceptance of the terms and conditions of this Tender.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

In capacity as: \_\_\_\_\_

**These conditions form part of the tender and failure to comply therewith may invalidate a tender.**

**15 ANNEXURE E: DECLARATION OF INTEREST FOR TENDERS**

This declaration must accompany tender documents submitted.

Any legal person, including persons employed by the South African Tourism or persons who act on behalf of South African Tourism or persons having a kinship with persons employed by South African Tourism including a blood relationship may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons employed by South African Tourism, or to persons who act on behalf of South African Tourism, or to persons connected with or related to them, it is required that the tenderer or his/her authorized representative will declare his/her position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where

The tenderer is employed by South African Tourism or acts on behalf of South African Tourism; and/or the legal person on whose behalf the tender document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the tender(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the tender.

In order to give effect to the above, complete the following and submit with the tender.

Are you or any person connected with the tenderer, act on behalf of, or employed by South African Tourism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		
Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed in the department concerned or with South African Tourism, and who may be involved with the evaluation or adjudication of this tender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		
Are you or any person connected with the tenderer, aware of any relationship (family, friend, other) between the tenderer and any person employed by South African Tourism, who may be involved with the evaluation or adjudication of this tender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		

Duly signed by authorised person on this \_\_\_\_\_ day of \_\_\_\_\_ 2017 as

Declaration of Interest for the tendering of: \_\_\_\_\_

TENDER REQUIREMENT, TENDER NUMBER.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

In capacity as: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

COMPANY NAME (TENDERER): \_\_\_\_\_

Commissioner of Oath:

**16 ANNEXURE F: DECLARATION OF INTEREST FOR TENDERS (SBD4)**

This declaration must accompany tender documents submitted.

- 1 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should be the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is self employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1	Full name of bidders or his or her representative:	
2.2	Identity Number:	
2.3	Position occupied in the company (director, trustee, shareholder):	
2.4	Company registration number:	
2.5	Tax reference number:	
2.6	Vat registration number:	

- 2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

- 2.7.1 If so, furnish the following particulars:

2.7.1.1	Name of person / director / trustee / shareholder / member:	
2.7.1.2	Name of state institution at which you or the person connected to the bidder is employed:	
2.7.1.3	Position occupied in the state institution:	
2.7.1.4	Any other particulars:	

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority YES / NO  
to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid)

2.7.2.2 If no, furnish reasons for the non-submission of such proof:

2.7.2.2 If no, furnish reasons for the non-submission of such proof:	
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2.8 Did you or your spouse, or any of the company's directors/trustees/shareholders/members YES / NO  
or their spouses conduct business with the state in the previous twelve months?

2.8.1 If yes, furnish particulars:

2.8.1 If yes, furnish particulars:	
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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, YES / NO  
other) with a person employed by the state and who may be involved with the evaluation of this bid?

2.9.1 If yes, furnish particulars:

2.9.1 If yes, furnish particulars:	
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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, YES / NO  
friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If yes, furnish particulars:

2.10.1 If yes, furnish particulars:	
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- 2.11 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES / NO

2.11.1 If yes, furnish particulars:

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3 Full details of directors/trustees/members/shareholders

	Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number
3.1				
3.2				
3.3				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				

4 DECLARATION

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STAE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 3 OF THE GENEREAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
NAME OF  
BIDDER

**17. ANNEXURE G - NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE (this is only applicable for South African registered legal entities).)**

To demonstrate compliance to commercial information bidders are required to attach proof of their successful supplier registration on National Treasury's Centralized Supplier Database (CSD).

**SA Tourism will not consider any bids from bidders whose tax status is not valid on CSD.**

Bidders who are not registered on CSD can do so on <https://secure.csd.gov.za/>

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate centralized supplier database registration report.

**Failure to submit proof of CSD registration shall invalidate a tender and/or inclusion in any list or database of prospective suppliers.**

**18. ANNEXURE H - DECLARATION OF BIDDERS'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)**

This Standard Bidding Document must form part of all bids invited.

It serves as a declaration to be used by institutions 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.

The bid of any bidder may be disregarded if that bidder or any of its directors have-

- abused the institution's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
18.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
18.1.1	If so, furnish particulars:		
18.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
18.2.1	If so, furnish particulars:		
18.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

18.3.1	If so, furnish particulars:		
18.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, the undersigned, (NAME IN FULL) \_\_\_\_\_, certify that the information furnished on this Declaration is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration, made on behalf of the tendering company, prove to be false.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Position

\_\_\_\_\_

Name of bidder

**19. ANNEXURE K - CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

- 19.1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 19.2 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 *per se* prohibition meaning that it cannot be justified under any grounds.
- 19.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD 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.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 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.

**20. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

I, the undersigned, in submitting the accompanying bid:

.....

(Bid number and Description)

in response to the invitation for the bid made by:

**SOUTH AFRICAN TOURISM**

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)

- 20.1 I have read and I understand the contents of this Certificate;
- 20.2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 20.3 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 20.4 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;
- 20.5 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.
- 20.6 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.
- 20.7 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.

- 20.8 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.
- 20.9 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.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 20.10 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