



**SOUTH AFRICAN TOURISM**

Delivered by email

RFQ-001-NYO-22

Date: 21 February 2022

Dear Bidder

**Subject Matter: Request for Quotation - (Senior) Accountant Temporary Fixed-Term Employment.**

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. South African 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 The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty and inequality.

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. Having regard for the aforementioned SA Tourism is hereby extending an invitation to your firm, as part of a competitive bidding process, to submit a cost proposal for a Temporary Fixed-Term Senior Accountant.

**Business Requirement**

The North America office, located in New York, USA, requires the services of a (Senior) Accountant on a fixed-term temporary basis. The (Senior) Accountant must be located in-country to provide services to the office, working very closely with the N America team, with a dotted line reporting to the Finance Manager in our Johannesburg headquarters.

The (Senior) Accountant will be responsible for the following:

- Develop and manage budgets with the Market Lead for the North America Office;
- Analyse financial information (expenditure, cash flow, accounts receivable/payable, Purchase orders, and daily bank transactions) to ensure that all operations are within available budget;
- Analyse financial information (expenditure, cash flow, accounts receivable/payable, Purchase orders, and Daily bank transactions) to ensure that all operations are within available budget;
- Audit financial transactions and document accounting control procedures;

- Compile and submit relevant reports as required;
- Conduct cost and benchmark analysis;
- Co-ordinate and plan for the installation and supply of office equipment with IT and SCM. (This will be done with assistance of the official based in US);
- Coordinate all office equipment installations and maintenance with services providers ensuring that equipment is maintained and meets the correct standards for use. (This will be done with assistance of the official based in US);
- Oversee the management of the office facilities ensuring compliance to work environment regulations and policies are met;
- Assist with the administrative support for HR and Payroll management;
- Manage service provider contract together with SCM Head Office support;
- Oversee external and internal audit visits;
- Respond to and direct all customer queries;
- Prepare monthly reconciliations; and
- Oversee the administrative support provided to the team.

## 1. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for technical and functionality proposals.

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicated below: -

- 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 was undertaken.
- Financial proposal to deliver the assignment, including any other cost SA Tourism should be aware for the successful completion of the assignment;
- A cover letter introducing your firm and credentials, capacity, capability and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report (<https://secure.csd.gov.za>) with a valid tax status (Only applicable to companies registered in South Africa);
- Valid certified copy of B-BBEE certificate (Only applicable to companies registered in South Africa);
- The bidder should note that we are inviting bidders to submit written price quotations for above mentioned requirements of the RFQ up to an estimated value of R1 000 000 (inclusive of all applicable taxes) as prescribed by the National Treasury.

## 2. Awarding of Points for Price and Broad-Based Black Economic Empowerment

The bidders will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

**4. Adjudication and Final Award of Bid**

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

**5. National Treasury Centralized Supplier Registration and B-BBEE Certificates**

All bid submissions must include a copy of successful registration on National Treasury’s Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

**6. Deadline for submission**

All proposals must be emailed, in PDF format, to [evah@southafrica.net](mailto:evah@southafrica.net) by the 01 March 2022 at 14h00 and should remain valid for at least 1 month after the closing date.

**7. Confidentiality**

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

**8. Terms of engagement**

Prior to commencing with the assignment, the successful bidder will be required to meet with the Chairperson of SA Tourism’s Audit and Risk Committee to align the final statement of work (SOW) and criteria for approval.

**9. Payments**

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder’s bank account normally 30 days after receipt of an acceptable, valid invoice.

**10. Non-compliance with delivery terms**

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism’s Audit and Risk Committee must be given immediate written notice to this effect.

11. **Retention**

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism's Audit and Risk Committee all documentation, information, etc. relevant to the assignment without the right of retention.

12. **Cost**

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

13. **Cancellation of the request for a technical and cost proposal**

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

14. **Clarification**

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from the Sourcing Specialist.

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism