



**PART A
REQUEST FOR QUOTATIONS (RFQ)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SA TOURISM)					
RFQ NUMBER:	RFQ-004-OCEO-2023	CLOSING DATE:	30 June 2023	CLOSING TIME:	16:00
DESCRIPTION	REQUEST FOR QUOTATION FOR THE DEVELOPMENT OF THE SA TOURISM PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK – ONCE-OFF				
BID RESPONSE DOCUMENTS MAY BE PROVIDED BY THE BELOW METHODS					
All proposals must be uploaded using the following link https://forms.gle/uVSvx1Vk5sGzaG4C9 NOTE: IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THE COMPLETED RFQ DOCUMENT WITH APPROPRIATE SUPPORTING DOCUMENTS ARE DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Boitumelo Dibetle				
TELEPHONE NUMBER	011 895 3089				
E-MAIL ADDRESS	boitumelob@southafrica.net				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER (If applicable)					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, PLEASE PROVIDE DETAILS]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT EMAIL ADDRESS AND OR PLATFORM. NO HAND DELIVERY MAY BE ACCEPTED. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO https://forms.gle/uVSvx1Vk5sGzaG4C9 . BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
1.3.	BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
1.4.	THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/ OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
1.5.	THE 80 / 20 PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN 80 POINTS IS FOR PRICE AND 20 POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 2 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE SUBMISSION / RFQ WILL BE EVALUATED IN LINE WITH THE SET CRITERIA OR FUNCTIONALITY (<i>IF APPLICABLE</i>) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
1.6.	POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL WILL BE ROUNDED OFF TO THE NEAREST TWO (2) DECIMAL PLACES.
1.7.	A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (<i>PRICE AND SPECIFIC GOALS</i>) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
1.8.	BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE SAT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
1.9.	THE SAT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
1.10.	THE SAT MAY ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED WITH THE RFQ.
1.11.	THE BID MUST BE VALID FOR A PERIOD OF 45 CALENDAR DAYS FROM THE CLOSING DATE AND TIME <input type="text"/>
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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Table A: Provide documentation and/or information [South African Tourism (SAT) reserves the right to review and verify submitted documentations on mandatory requirements/information]	Comply	Not Comply NB:(Non-compliant on any of the below will result in disqualifications unless SAT indicates as not applicable)
1.1. Proof of National Treasury Central Supplier Database (CSD) Summary report - SAT may verify the information as per the CSD) (unless supplier is a foreign supplier)		
1.2. CSD Overall Tax Status must be compliant (Tax Compliant during evaluation and award stage) (unless it's a foreign supplier)		

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM , TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?		
SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT			
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS BIDDER'S SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE (EME) – OR QUALIFYING SMALL ENTERPRISE (QSE) – STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?		
ANNEXURE C	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?		
ANNEXURE D	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)		
ANNEXURE E	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.		
ANNEXURE F	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A)) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.		
ANNEXURE G	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.		

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS



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HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN –

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (“THE INTERIM CONSTITUTION) AND OR
- b) WHO IS A WOMAN AND/OR
- c) YOUTH

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS “BID” OR “BIDDER” HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS “TENDER” OR “TENDERER”.

4.4 “A WOMAN” REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 “HDI EQUITY OWNERSHIP” REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.6 “BLACK PEOPLE” IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.7 “SMALL ENTERPRISE” MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.8 “YOUTH” IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)

4.9 “EXEMPTED MICRO ENTERPRISE (EME)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.10 “QUALIFYING SMALL ENTERPRISE (QSE)” IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.11 “SPECIFIC GOALS ”REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

4.12 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	:	80 points	} Specific Goals (Maximum points)
ii.	Black Women Ownership	:	04 points	
iii.	Black Ownership	:	10 points	
iv.	Black Youth	:	02 points	
v.	Small, Medium and Micro Enterprises (SMME's)	:	04 points	
	Total	:	100 points	

4.13 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES



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4.14 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS , ON PRO RATA BASIS.

Ps = 80 (1 - (Pt - Pmin) / Pmin)

WHERE -

- PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION
PT = PRICE OF TENDER UNDER CONSIDERATION; AND
PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.15 SPECIFIC GOALS

4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

THUS, POINTS AWARDED: 4 x (% WO / 100) = []

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

4.15.2 % OWNED BY BLACK PEOPLE (BO)

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED: 10 x (% BO / 100) = []

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF ID DOCUMENT.
b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

4.15.3 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME



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IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS =

NO = 0 POINT =

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVID THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

4.15.4 % OWNED BY BLACK YOUTH

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS DISABLED. EQUITY OWNERSHIP FOR BLACK YOUTH WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK YOUTH.....%

THUS, POINTS AWARDED : $2 \times \frac{\% DO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) A COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) A COPY OF ID DOCUMENT;
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK YOUTH IS LISTED.

TABLE B: OWNERSHIP

NAME AND SURNAME / ENTITY NAME	GENDER (MALE OR FEMALE)	AGE i.e., 32	CITIZENSHIP (RSA, OR SPECIFY OTHER)	ETHNIC GROUP (BLACK, WHITE, ETC.)	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS



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OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

4.16 THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.17 TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

6. DELIVERIES

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

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

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

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

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

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

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



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7.4 DUTY OF CARE

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

7.5 EXEMPTION FROM LIABILITY

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

INTRODUCTION

PERFORMANCE INFORMATION INDICATES HOW WELL SA TOURISM IS MEETING ITS AIMS AND OBJECTIVES, AND WHICH POLICIES AND PROCESSES ARE WORKING. MAKING THE BEST USE OF AVAILABLE DATA AND KNOWLEDGE IS CRUCIAL FOR IMPROVING THE EXECUTION OF GOVERNMENT'S MANDATE. PERFORMANCE INFORMATION IS KEY TO EFFECTIVE MANAGEMENT, INCLUDING PLANNING, BUDGETING, IMPLEMENTATION, MONITORING AND REPORTING. PERFORMANCE INFORMATION ALSO FACILITATES EFFECTIVE ACCOUNTABILITY, ENABLING LEGISLATORS, MEMBERS OF THE PUBLIC AND OTHER INTERESTED PARTIES TO TRACK PROGRESS, IDENTIFY THE SCOPE FOR IMPROVEMENT AND BETTER UNDERSTAND THE ISSUES INVOLVED. PERFORMANCE INFORMATION IS ESSENTIAL TO FOCUS THE ATTENTION OF THE PUBLIC AND OVERSIGHT BODIES ON WHETHER SA TOURISM IS DELIVERING VALUE FOR MONEY, BY COMPARING THEIR PERFORMANCE AGAINST THEIR BUDGETS AND BUSINESS PLANS, AND TO ALERT MANAGERS TO AREAS WHERE CORRECTIVE ACTION IS REQUIRED. THE MOST VALUABLE REASON FOR MEASURING PERFORMANCE IS THAT WHAT GETS MEASURED GETS DONE. IF AN INSTITUTION KNOWS THAT ITS PERFORMANCE IS BEING MONITORED, IT IS MORE LIKELY TO PERFORM THE REQUIRED TASKS - AND TO PERFORM THEM WELL. IN ADDITION, THE AVAILABILITY OF PERFORMANCE INFORMATION ALLOWS MANAGERS TO PURSUE RESULTS-BASED MANAGEMENT APPROACHES, SUCH AS PERFORMANCE CONTRACTS, RISK MANAGEMENT, BENCHMARKING AND MARKET TESTING.

IN TERMS OF THE STATUTORY COMPLIANCE REQUIREMENTS FOR PLANNING AND REPORTING PURPOSES OUTLINED IN THE PFMA INCLUDING ITS TREASURY REGULATIONS, THE DPME REVISED FRAMEWORK FOR STRATEGIC PLANS AND ANNUAL PERFORMANCE PLANS INCLUDING ITS GUIDELINES, THE PERFORMANCE INFORMATION HANDBOOK ISSUED BY NATIONAL TREASURY IN APRIL 2011, AND THE MONITORING FRAMEWORK FOR STATE-OWNED ENTITIES, SA TOURISM IS REQUIRED TO PREPARE, DOCUMENT AND IMPLEMENT INFORMED STRATEGIC AND PERFORMANCE PLANS ALIGNED TO ITS MANDATE AND GUIDED BY ITS FOUNDING LEGISLATION RELATING TO ITS ESTABLISHMENT. IN ACCORDANCE WITH THESE REQUIREMENTS, THESE STRATEGIES AND PLANS MUST BE SUPPORTED BY AN APPROPRIATE BUDGET PROPOSAL.

FURTHERMORE, PUBLIC ENTITIES ARE REQUIRED TO REPORT ON A QUARTERLY AND ANNUAL BASIS TO THE EXECUTIVE AUTHORITY. TREASURY REGULATION 5.3.1 REQUIRES THE ACCOUNTING OFFICER OF A CONSTITUTIONAL INSTITUTION TO ESTABLISH PROCEDURES FOR QUARTERLY AND ANNUAL REPORTING TO THE EXECUTIVE AUTHORITY IN ORDER TO FACILITATE EFFECTIVE PERFORMANCE MONITORING, EVALUATION AND CORRECTIVE ACTION.

TREASURY REGULATIONS 29.3.1 AND 30.2.1 STATE THAT THE ACCOUNTING AUTHORITY OF A PUBLIC ENTITY MUST ESTABLISH PROCEDURES FOR QUARTERLY AND ANNUAL REPORTING TO THE EXECUTIVE AUTHORITY IN ORDER TO FACILITATE EFFECTIVE PERFORMANCE MONITORING, EVALUATION AND CORRECTIVE ACTION.

IN TERMS OF THE TREASURY PERFORMANCE INFORMATION HANDBOOK (APRIL 2011), A PERFORMANCE INFORMATION FRAMEWORK IS A STRUCTURED METHODOLOGY FOR:

- THE SELECTION, DESCRIPTION AND MANAGEMENT OF QUALITY AND CREDIBLE PERFORMANCE INDICATORS FOR MANAGING THE ORGANISATION'S BUSINESS STRATEGY, LINKED TO GOVERNMENT-WIDE STRATEGIES, AND
- DEVOLVING PERFORMANCE INFORMATION MANAGEMENT TO THE APPROPRIATE STRUCTURES IN THE DEPARTMENT OR ENTITY.

PRACTICES AND PROCEDURES REFERRED TO IN THE ABOVE FRAMEWORK IS IN ACCORDANCE WITH THE FRAMEWORK FOR MANAGING PROGRAM PERFORMANCE INFORMATION PUBLISHED BY NATIONAL TREASURY IN MAY 2007.

SA TOURISM HAS A RESPONSIBILITY TO PUBLISH ADMINISTRATIVE AND PERFORMANCE INFORMATION TO:

- ACCOUNT TO PARLIAMENT AND PROVINCIAL LEGISLATURES IN ACCORDANCE WITH SECTIONS 92 AND 114 OF THE CONSTITUTION
- BE TRANSPARENT AND ACCOUNTABLE TO THE PUBLIC IN ACCORDANCE WITH SECTION 195 OF THE CONSTITUTION
- PROVIDE PRIVATE INDIVIDUALS AND THE PRIVATE SECTOR ACCESS TO INFORMATION HELD BY GOVERNMENT THAT THEY CAN USE IN DECISION-MAKING
- PROVIDE RESEARCHERS ACCESS TO INFORMATION.



SA TOURISM HAS A PLANNING, REPORTING AND MONITORING FRAMEWORK IN PLACE, WHICH WAS APPROVED IN 2015. HOWEVER, THIS FRAMEWORK NEEDS TO BE REVISED AND UPDATED IN LINE WITH PREVAILING AND CURRENT LEGISLATIVE FRAMEWORKS AND GUIDELINES FOR PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING. ALSO, THE SA TOURISM FRAMEWORK IN EXISTENCE COMBINES THE PLANNING, MONITORING AND REPORTING PROCESSES AND NEEDS TO BE SEPARATED INTO TWO SEPARATE FRAMEWORKS.

THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK WILL GUIDE FUTURE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING, AS A LEGISLATIVE REQUIREMENT FOR SA TOURISM AS A PUBLIC ENTITY. THE MAIN AIM OF THE FRAMEWORK WILL BE TO OUTLINE THE SYSTEM, PROCESSES AND PROCEDURES OF MANAGING PERFORMANCE INFORMATION THAT IS REQUIRED TO REPORT AGAINST THE TARGETS SET IN THE FIVE-YEAR STRATEGIC PLAN AND THE ANNUAL PERFORMANCE PLAN ON A QUARTERLY AND ANNUAL BASIS.

INVITATION TO BID

SOUTH AFRICAN TOURISM REQUIRES PROFESSIONAL, SHORT-TERM, EXPERTISE, TO ASSIST THE ORGANISATION WITH THE DEVELOPMENT OF A PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK.

SERVICE PROVIDERS, WITH RELEVANT AND APPROPRIATE SKILLS AND EXPERIENCE, AS OUTLINED BELOW, ARE THUS INVITED TO SUBMIT PROPOSALS TO SOUTH AFRICAN TOURISM (SAT), TO DELIVER ON THE BELOW-ARTICULATED SCOPE OF WORK.

SCOPE OF WORK

THE BUSINESS REQUIREMENT IS AS FOLLOWS:

BUSINESS REQUIREMENT:	DELIVERABLE
DEVELOPMENT OF PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK	
<ul style="list-style-type: none"> o DEVELOPMENT OF A PROJECT ROADMAP THAT OUTLINES THE PROCESSES, TIMELINES AND METHODOLOGY THAT WILL BE DEPLOYED TO DEVELOP THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK 	<ul style="list-style-type: none"> o PROJECT ROADMAP THAT OUTLINES PROCESSES, TIMELINES AND METHODOLOGY THAT WILL BE DEPLOYED TO DEVELOP THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK
<ul style="list-style-type: none"> o IMPLEMENTATION OF THE PROJECT ROADMAP AND PROVIDE WEEKLY REPORTS ON STATUS OF PROJECT IMPLEMENTATION. 	<ul style="list-style-type: none"> o WEEKLY PROJECT STATUS REPORTS.
<ul style="list-style-type: none"> o DRAFT AND FINAL VERSIONS OF THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK IN SOFT COPY. THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK MUST BE ALIGNED TO REGULATORY AND LEGISLATIVE FRAMEWORKS AND GUIDELINES WHICH GUIDE PUBLIC SECTOR PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING PROCESSES. 	<ul style="list-style-type: none"> o DRAFT VERSION OF PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK AND FINAL VERSION OF PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK

THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK'S MAIN OBJECTIVES ARE TO:

- ENSURE THAT PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING PROCESSES AND SYSTEMS ARE IN PLACE
- DEFINE PROCESSES FOR IDENTIFYING, COLLECTING, COLLATING, VERIFYING AND STORING PERFORMANCE INFORMATION
- DEFINE PROCESSES TO ENSURE THE PERFORMANCE INFORMATION IS APPROPRIATELY USED FOR PLANNING, BUDGETING AND PERFORMANCE MANAGEMENT WITHIN THE ENTITY, INCLUDING:
 - o PROCESSES TO SET PERFORMANCE STANDARDS AND TARGETS PRIOR TO THE START OF EACH FINANCIAL PERIOD;
 - o PROCESSES TO REVIEW PERFORMANCE AND TAKE MANAGEMENT ACTION;
 - o PROCESSES TO EVALUATE PERFORMANCE AT THE END OF A FINANCIAL PERIOD;
 - o PROCESSES TO ENSURE THAT RESPONSIBILITY FOR MANAGING PERFORMANCE INFORMATION IS INCLUDED IN THE INDIVIDUAL PERFORMANCE AGREEMENTS OF LINE MANAGERS AND OTHER EMPLOYEES; AND
 - o AN IDENTIFIED SET OF PERFORMANCE INDICATORS FOR REPORTING FOR OVERSIGHT PURPOSES.
- OUTLINE DEFINITIONS AND TECHNICAL STANDARDS OF ALL THE PERFORMANCE INFORMATION COLLECTED BY THE ENTITY



REQUEST FOR QUOTATION

- OUTLINE THE USE OF PERFORMANCE INFORMATION IN MANAGING ORGANISATIONAL PERFORMANCE
- OUTLINE THE ROLES AND RESPONSIBILITIES OF DIFFERENT ROLE-PLAYERS IN PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING
- INTEGRATE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING STRUCTURES AND SYSTEMS WITHIN EXISTING MANAGEMENT AND GOVERNANCE SYSTEMS AND STRUCTURES
- DEFINE PROCESSES FOR THE PUBLICATION OF PERFORMANCE INFORMATION
- OUTLINE THE APPROPRIATE CAPACITY TO MANAGE THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FUNCTION IN THE ENTITY

IMPORTANT CONSIDERATIONS IN GIVING EFFECT TO THE BUSINESS REQUIREMENT ARE:

- THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK MUST BE DEVELOPED ON THE BASIS OF LEGISLATIVE AND REGULATORY FRAMEWORKS, POLICIES, GUIDELINES AND TEMPLATES THAT ARE CURRENTLY BEING UTILISED WITHIN THE PUBLIC SECTOR.
- THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK MUST CONSIDER THE CURRENT FRAMEWORK FOR PLANNING, MONITORING AND REPORTING, AS WELL AS THE CURRENT AND FUTURE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK PROCESSES OF SA TOURISM.
- INTERVIEWS OR WORKSHOPS MAY NEED TO BE HELD WITH SOUTH AFRICAN TOURISM EMPLOYEES THAT ARE CENTRAL TO THE PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK PROCESSES, PARTICULARLY EXCO MEMBERS AND THE STRATEGIC PLANNING, EVALUATION AND PROGRAMME MANAGEMENT (SPEPM) BUSINESS UNIT.
- THE SCOPE OF WORK MUST BE CONCLUDED WITHIN ONE MONTH.

REQUIRED EXPERTISE

THE EXTERNAL EXPERTISE MUST BE WITHIN THE FOLLOWING AREAS:

- PUBLIC SECTOR POLICY DEVELOPMENT AND IMPLEMENTATION;
- PUBLIC SECTOR STRATEGIC PLANNING; AS WELL AS
- PUBLIC SECTOR PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING.

FORMAT OF PROPOSAL

BIDDERS ARE ADVISED THAT THEIR PROPOSALS SHOULD BE CONCISE, WRITTEN IN PLAIN ENGLISH AND SIMPLY PRESENTED IN THE SAME ORDER AS INDICATED BELOW:

- COVER LETTER INTRODUCING YOUR FIRM AND CREDENTIALS, CAPACITY, CAPABILITY AND EXPERIENCE FOR THIS ASSIGNMENT;
- NATIONAL TREASURY CENTRALIZED SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT WITH A VALID TAX STATUS;
- 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. THE LETTER MUST ALSO BE SIGNED.
- OVERVIEW OF THE METHODOLOGY YOUR FIRM WILL APPLY FOR THIS ASSIGNMENT;
- PROJECT/ASSIGNMENT APPROACH AND PLAN WHICH OUTLINES THE ACTIVITIES TO BE UNDERTAKEN DURING THE PROCESS;
- OUTLINE OF THE QUALIFICATIONS AND RELATED EXPERIENCE OF THE PROPOSED RESOURCES THAT WILL BE ASSIGNED TO THE MATTER;
- FINANCIAL PROPOSAL TO DELIVER THE ASSIGNMENT INCLUDING ANY OTHER COST SA TOURISM SHOULD BE AWARE OF FOR THE SUCCESSFUL COMPLETION OF THE ASSIGNMENT;

COST STRUCTURE AND PROJECT PLAN

- BIDDERS MUST SUBMIT THE TOTAL BID PRICE FOR THE ASSIGNMENT BASED ON THE SKILLS, RESOURCES AND TIME ALLOCATED TO PROVIDING THE SERVICES.



- BIDDERS SHOULD ALSO PROPOSE INNOVATION IN THEIR TECHNICAL PROPOSALS TO KEEP THE COST TO A MINIMUM WHERE SA TOURISM WILL STILL BENEFIT FROM THE BEST POSSIBLE QUALITATIVE OUTCOME. SA TOURISM RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR CLARITY ON COST PROPOSALS PRIOR TO THE EVALUATION THEREOF.

EVALUATION METHOD

THE EVALUATION PROCESS OF BIDS WILL COMPRISE THE FOLLOWING PHASES:

PHASE 1	PHASE 2	PHASE 3
ADMINISTRATION AND MANDATORY BID REQUIREMENTS	FUNCTIONALITY	PRICE AND B-BBEE
COMPLIANCE WITH ADMINISTRATION AND MANDATORY BID REQUIREMENTS.	BIDS WILL BE EVALUATED IN TERMS OF FUNCTIONALITY.	ONLY THE BIDDERS WHO MEET THE THRESHOLD OF 70% ON PHASE 2 WILL BE EVALUATED ON EITHER THE 80/20.

FUNCTIONAL EVALUATION

EVALUATION CRITERIA	RATING			WEIGHT
	1	2	3	
THE BIDS WILL BE EVALUATED ON A SCALE OF 0 – 3 IN ACCORDANCE WITH THE CRITERIA BELOW.				
<p><u>EXPERIENCE AND KNOWLEDGE:</u> BIDDER'S RELEVANT EXPERIENCE AND KNOWLEDGE IN PUBLIC SECTOR POLICY DEVELOPMENT AND IMPLEMENTATION; PUBLIC SECTOR STRATEGIC PLANNING; AS WELL AS PUBLIC SECTOR PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING.</p> <p>SCORE OF 1 = UP TO 10 YEARS' EXPERIENCE IN ALL FIELDS MENTIONED ABOVE</p> <p>SCORE OF 2 = 10 TO 15 YEARS' EXPERIENCE IN ALL FIELDS MENTIONED ABOVE</p> <p>SCORE OF 3 = MORE THAN 15 YEARS' EXPERIENCE IN ALL FIELDS MENTIONED ABOVE</p>				15
<p><u>APPROACH AND ABILITY TO MEET DELIVERABLES:</u> BIDDERS MUST PROVIDE A DETAILED DESCRIPTION OF HOW THEY INTEND TO EXECUTE THE SERVICES FROM INCEPTION TO COMPLETION. THIS MUST INCLUDE:</p> <ul style="list-style-type: none"> DEMONSTRATION OF THE BIDDER'S UNDERSTANDING OF PUBLIC SECTOR PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING PREVAILING REGULATORY FRAMEWORKS AND GUIDELINES METHODOLOGY TO UNDERTAKE THE SCOPE OF WORK DETAILED PROJECT PLAN / ROAD MAP INDICATING MILESTONES AND RELATED TIMELINES TO DELIVER THE BUSINESS REQUIREMENT <p>SCORE OF 0: UNACCEPTABLE - DOES NOT MEET THE REQUIREMENT. DOES NOT COMPLY AND/OR INSUFFICIENT INFORMATION PROVIDED TO DEMONSTRATE THAT THE SUPPLIER HAS THE ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES & QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES, WITH LITTLE OR NO SUPPORTING EVIDENCE.</p> <p>SCORE OF 1: ACCEPTABLE - SATISFIES THE REQUIREMENT WITH MINOR ADDITIONAL BENEFITS, ABOVE AVERAGE DEMONSTRATION BY THE SUPPLIER OF THE RELEVANT ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES, AND QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES. RESPONSE IDENTIFIES FACTORS THAT WILL OFFER POTENTIAL REQUIRED SERVICES, WITH SUPPORTING EVIDENCE.</p>				55



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<p>SCORE OF 2: AVERAGE - SUBMISSION MEETS THE MINIMUM REQUIREMENT WITH MAJOR RESERVATIONS. 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.</p> <p>SCORE OF 3: EXCELLENT - EXCEEDS THE REQUIREMENT. EXCEPTIONAL DEMONSTRATION BY THE SUPPLIER OF THE RELEVANT ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES, AND QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES. RESPONSE IDENTIFIES FACTORS THAT WILL OFFER POTENTIAL VALUE, WITH SUPPORTING EVIDENCE.</p>	
<p><u>TRACK RECORD:</u> THE BIDDERS ARE REQUIRED TO PROVIDE CONTACTABLE CLIENT REFERENCES WHERE THEIR SERVICES CAN BE VERIFIED. REFERENCES SHOULD BE PRESENTED IN THE FORM OF A WRITTEN LETTER ON AN OFFICIAL LETTERHEAD FROM CLIENTS WHERE SIMILAR SERVICES HAVE BEEN PROVIDED AND SHOULD NOT BE OLDER THAN FOUR (4) YEARS. NO APPOINTMENT LETTERS FROM CLIENTS WILL BE ACCEPTED AS REFERENCE LETTERS.</p> <p>SCORE OF 1: ONE TO THREE CONTACTABLE REFERENCES WITHIN THE LAST 4 YEARS</p> <p>SCORE OF 2: FOUR TO FIVE CONTACTABLE REFERENCES THE WITHIN LAST 4 YEARS</p> <p>SCORE OF 3: MORE THAN FIVE CONTACTABLE REFERENCES THE WITHIN LAST 4 YEARS</p>	<p>10</p>
<p><u>EXAMPLE OF A PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK DEVELOPED BY THE BIDDER:</u> BIDDER'S WILL BE ASSESSED ON THE QUALITY OF PREVIOUS PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK/S THAT THEY HAVE DEVELOPED FOR A PUBLIC SECTOR ENTITY. THE BIDDER MUST PROVIDE AN EXAMPLE OF A PERFORMANCE INFORMATION MANAGEMENT, MONITORING AND REPORTING FRAMEWORK THAT THEY HAVE DEVELOPED FOR A GOVERNMENT DEPARTMENT, OR PUBLIC ENTITY, IN THE LAST 5 YEARS.</p> <p>SCORE OF 0: UNACCEPTABLE - DOES NOT MEET THE REQUIREMENT. DOES NOT COMPLY AND/OR INSUFFICIENT INFORMATION PROVIDED TO DEMONSTRATE THAT THE SUPPLIER HAS THE ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES & QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES, WITH LITTLE OR NO SUPPORTING EVIDENCE.</p> <p>SCORE OF 1: ACCEPTABLE - SATISFIES THE REQUIREMENT WITH MINOR ADDITIONAL BENEFITS, ABOVE AVERAGE DEMONSTRATION BY THE SUPPLIER OF THE RELEVANT ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES, AND QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES. RESPONSE IDENTIFIES FACTORS THAT WILL OFFER POTENTIAL REQUIRED SERVICES, WITH SUPPORTING EVIDENCE.</p> <p>SCORE OF 2: AVERAGE - SUBMISSION MEETS THE MINIMUM REQUIREMENT WITH MAJOR RESERVATIONS. CONSIDERABLE RESERVATIONS OF THE SUPPLIER'S RELEVANT ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCE, AND QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES, WITH LITTLE OR NO SUPPORTING EVIDENCE.</p> <p>SCORE OF 3: EXCELLENT - EXCEEDS THE REQUIREMENT. EXCEPTIONAL DEMONSTRATION BY THE SUPPLIER OF THE RELEVANT ABILITY, UNDERSTANDING, EXPERIENCE, SKILLS, RESOURCES, AND QUALITY MEASURES REQUIRED TO PROVIDE THE GOODS/SERVICES. RESPONSE IDENTIFIES FACTORS THAT WILL OFFER POTENTIAL VALUE, WITH SUPPORTING EVIDENCE.</p>	<p>20</p>
<p>TOTAL POINTS FOR FUNCTIONALITY</p>	<p>100</p>
<p>A THRESHOLD OF 70% IS APPLICABLE.</p>	

RETENTION

UPON COMPLETION OF THE ASSIGNMENT AND/OR TERMINATION OF THE AGREEMENT, THE SUCCESSFUL BIDDER SHALL ON DEMAND HAND OVER TO SA TOURISM'S HEAD OF INTERNAL AUDIT ALL DOCUMENTATION, INFORMATION, ETC... RELEVANT TO THE ASSIGNMENT WITHOUT THE RIGHT OF RETENTION



BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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3 DECLARATION

SOUTH AFRICAN TOURISM

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

² 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.