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RFQ No: 15/06/2022\_OCEO

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Dear Bidder

**Subject Matter: Request for a proposal to assist SA Tourism in developing the entity's BBBEE strategy and implementation plan**

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 technical and cost proposal for the possible appointment of BBBEE strategy agency to improve South African Tourism's BBBEE scorecard rating level.

1. The scope of work for the services includes the following key activities, the scope of work is not limited to the following:

- Based on the current rating (BBBEE Certificate and report to be provided), assist SA Tourism in developing a BBBEE strategy, improvement implementation plan and mechanisms for monitoring progress and reporting for the 2022/23 Financial Year;
- The agency must provide training on the implementation plan for the SA Tourism's staff responsible for all key elements of the BBBEE scorecard;
- The agency must allocate a dedicated project manager for the duration of the project including training for staff to implement the plan;

## Information

- The current BBEE certificate expires on the 6 July 2022

## 2. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for technical and financial proposals. Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below :-

- (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 with a valid tax status;
- (c) Valid certified copy of B-BBEE certificate;
- (d) 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.
- (e) Overview of the methodology your firm will apply for this assignment;
- (f) Project approach and plan which outlines the activities to be undertaken during the process bearing in mind that SA Tourism requires the entire process to be finalised as rapidly as possible;
- (g) Outline of the qualifications and related experience of the proposed candidate who will be assigned to the matter;
- (h) Proposed rate card (indicating rates based per unit measurement per applicant) for services to be rendered based on your understanding of the scope of services required under this bid;
- (i) It should be noted that SA Tourism is not intending to pay any placement fees for the successful placement of any candidates and this should be factored in when developing a pricing model.
- (j) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (k) Declaration of Interest - SBD 4;
- (l) Preference Point Claim Form - SBD 6.1;

## 3. Cost structure and project plan:

Bidders must submit the total bid price for the assignment based on the skills, resources and time allocated to the project. SA Tourism reserves the right to request additional information or clarity on cost proposals prior to the evaluation thereof.

## 4. Evaluation Method

The evaluation process of bids will comprise of the following phases:

| Phase 1                                       | Phase 2          |
|-----------------------------------------------|------------------|
| Administration and Mandatory bid requirements | Price and B-BBEE |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance with administration and mandatory bid requirements | <p>The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act,</p> <p>80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.</p> |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

The bidders that have successfully progressed through to phase 1 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:

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| 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                |

#### 4.2. 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 e-mailed, in PDF format, to [raymond@southafrica.net](mailto:raymond@southafrica.net) no later than 12h00 on, 23 June 2022 and should remain valid for at least 45 days 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 Mr Tony Nkadameng and Mr. Bongani Sithole to align the final statement of work (SOW) and criteria for approval.

## 9. Payment

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. The bidder must ensure that their banking details are verified on the CSD report.

## 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' must be given immediate written notice to this effect.

## 11. 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.

## 12. 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.

### 13. 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: Sourcing Specialist.

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

Yours in Tourism

Raymond Mabuela  
Sourcing Specialist  
Email: [raymond@southafrica.net](mailto:raymond@southafrica.net)