



SOUTH AFRICAN TOURISM

Delivered by e-mail

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RFQ-LEGAL-09-22

Dear Bidder

Subject Matter: Request for a proposal to appoint a service provider to provide Company Secretariat services for SA Tourism for a Period of Six Months

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 Company Secretariat Services full suit for SA Tourism

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

- Manage induction of Board and Board Committees members (Directors);
- Manage and ensure efficient logistical arrangements for Board meetings and any other meetings/conferences that require Board attendance;
- Manager Executive Committee, Board and Board committee meetings in compliance with regulatory requirements, including notice of meetings, agendas preparing meeting packs, dissemination of information, coordinating attendance at meetings, minutes taking for all the board, executive meeting, etc;
- Liaising with Chair, Board members and being the first point of contact on all Board business;
- Provide advice and guidance to the Executive committee, Board and Board Committees on all matters of governance, statutory requirements, laws, regulations risk, compliance, duties and responsibilities, and business conduct;

- Monitor changes in relevant legislation and advise the Executive Committee, Board and Board Committees;
- Carry out and maintain provisions of the SA Tourism mandate;
- Manage and reconcile conflicting views in relation to governance issues;
- Ensure that SA Tourism staff and the Executive Committee, Board and Board Committees remain compliant with applicable standards of corporate governance and has the necessary infrastructure to support the governance rationale and governance framework;
- Ensure SA Tourism complies with all applicable codes, in addition to its legal and statutory requirements;
- Extensive knowledge of the PFMA and all public sector legislations;
- Interface with the Executive Committee, Board, Board Committees and respective management members to monitor and measure the services provided by the governance, risk, compliance, legal, and company secretariat
- Assess compliance of SA Tourism policies and procedures to applicable South African and international legislation;
- Ensure the implementation of all Executive Committee, Board, Board committee and CEO decisions
- Alert management and the Board of emerging legal and other risks;

Note: The appointed service provider will be required to work as SA Tourism offices at Bojana House, 90 Protea Road, Chislehurst, within the normal working hours (08h00 to 16h30) for the duration of the contract.

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) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (e) Declaration of Interest - SBD 4;

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. 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.

4. Evaluation Method

The evaluation process of bids will comprise of 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	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, 80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

4.1 Points awarded for functionality:

EVALUATION CRITERIA	Weight
Bidders relevant experience to the assignment specifically demonstrating capacity and capability about providing the company secretarial services 3 years up to 5 = 1 + 5 years up to 7 = 2 more than 7 years = 3	30
Methodology and approach: Bidders must provide a detailed description of how they intend to execute the assignment from inception to completion. This must include, as a minimum, a project plan with clear time frames, skills and resources utilized in each area, the nature of compliance checks conducted, how the bidder intends on delivering the services required by SA Tourism, etc.	20
Company track record: The bidder is required to provide three (3) contactable client references where its services can be verified. References should be presented in a form of a written letter on official letterhead from clients with similar services and should not be older than seven (3) years. No appointment letters from clients will be accepted as reference letters.	10
Expertise and experience of proposed resource to be assigned to the project: Proven experience of proposed personnel to be deployed to the project. Detailed CVs of the proposed team must be submitted which must elaborate on areas that they were involved in. A number of years experience of the proposed person in: 3 years up to 5 = 1 + 5 years up to 7 = 2 more than 7 years = 3	40
TOTAL POINTS FOR FUNCTIONALITY	100
A threshold of 70% is applicable.	

“Functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability, and durability of service and the technical capacity and ability of a bidder.

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 0 - 3 rating scale as shown in the functionality criteria matrix under paragraph 4.3.
- IV. The value score 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.
- V. The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

4.3 Technical Functional Evaluation Matrix

Rating	Definition	Score
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.	3
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.	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.	1
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.	0

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

The bidders that have successfully progressed through to Phase 3 (bidders who meet the minimum threshold for the functionality of 70%) will be evaluated by 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 the price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded by 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

4.3. 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 the 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 quotes@southafrica.net no later than 12h00 on Wednesday 28 September 2022 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 confidential agreement preventing the unauthorized disclosure of any information regarding SA Tourism or its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without the written approval of SA Tourism.

8. Terms of Engagement

Before commencing with the assignment, the successful bidder will be required to meet with Ms. Takalani Ndou 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 by 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, before 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: The Sourcing Manager.

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

Yours in Tourism

Lerato Dlamini
Sourcing Specialist
Email: leratod@southafrica.net