



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

|                                                                                                                                                                                                                                                                                                                                                |                                                                              |                      |                                                                                              |                                                          |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SA TOURISM)</b>                                                                                                                                                                                                                                                                      |                                                                              |                      |                                                                                              |                                                          |       |
| <b>RFQ NUMBER</b><br>:                                                                                                                                                                                                                                                                                                                         | RFQ-TGCSA-004-24                                                             | <b>CLOSING DATE:</b> | 10 OCTOBER 2024                                                                              | <b>CLOSING TIME:</b>                                     | 12:00 |
| <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                             | REQUEST FOR A QUOTATION FOR THE SUPPLY AND BRANDING OF MARKETING COLLATERAL. |                      |                                                                                              |                                                          |       |
| <b>BID RESPONSE DOCUMENTS MAY BE PROVIDED BY THE BELOW METHODS</b>                                                                                                                                                                                                                                                                             |                                                                              |                      |                                                                                              |                                                          |       |
| All proposals must be uploaded using the following email address: <a href="mailto:quotes@southafrica.net">quotes@southafrica.net</a><br><b>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.</b> |                                                                              |                      |                                                                                              |                                                          |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                                                                                                                                          |                                                                              |                      |                                                                                              |                                                          |       |
| <b>CONTACT PERSON</b>                                                                                                                                                                                                                                                                                                                          | Francina Tlali                                                               |                      |                                                                                              |                                                          |       |
| <b>TELEPHONE NUMBER</b>                                                                                                                                                                                                                                                                                                                        | 0118953000                                                                   |                      |                                                                                              |                                                          |       |
| <b>E-MAIL ADDRESS</b>                                                                                                                                                                                                                                                                                                                          | <a href="mailto:francina@southafrica.net">francina@southafrica.net</a>       |                      |                                                                                              |                                                          |       |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                                                                                                                                    |                                                                              |                      |                                                                                              |                                                          |       |
| <b>NAME OF BIDDER</b>                                                                                                                                                                                                                                                                                                                          |                                                                              |                      |                                                                                              |                                                          |       |
| <b>POSTAL ADDRESS</b>                                                                                                                                                                                                                                                                                                                          |                                                                              |                      |                                                                                              |                                                          |       |
| <b>STREET ADDRESS</b>                                                                                                                                                                                                                                                                                                                          |                                                                              |                      |                                                                                              |                                                          |       |
| <b>TELEPHONE NUMBER</b>                                                                                                                                                                                                                                                                                                                        | <b>CODE</b>                                                                  |                      | <b>NUMBER</b>                                                                                |                                                          |       |
| <b>CELLPHONE NUMBER</b>                                                                                                                                                                                                                                                                                                                        |                                                                              |                      |                                                                                              |                                                          |       |
| <b>E-MAIL ADDRESS</b>                                                                                                                                                                                                                                                                                                                          |                                                                              |                      |                                                                                              |                                                          |       |
| <b>VAT REGISTRATION NUMBER (if applicable)</b>                                                                                                                                                                                                                                                                                                 |                                                                              |                      |                                                                                              |                                                          |       |
| <b>SUPPLIER COMPLIANCE STATUS</b>                                                                                                                                                                                                                                                                                                              | <b>TAX COMPLIANCE SYSTEM PIN:</b>                                            |                      | <b>OR</b>                                                                                    | <b>CENTRAL SUPPLIER DATABASE No:</b>                     | MAAA  |
| <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>                                                                                                                                                                                                                                                                |                                                                              |                      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, PLEASE PROVIDE DETAILS] |                                                          |       |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                              |                                                                              |                      |                                                                                              |                                                          |       |
| 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 |       |



**SOUTH AFRICAN TOURISM**

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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 [quotes@southafrica.net](mailto:quotes@southafrica.net)
- 1.2. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.3. 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.
- 1.4. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.5. 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.
- 1.6. 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 (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.7. 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.
- 1.8. 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 (PRICE AND SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.9. 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.
- 1.10. THE SAT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
- 1.11. THE SAT MAY ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED WITH THE RFQ.
- 1.12. THE BID MUST BE VALID FOR A PERIOD OF 45 CALENDAR DAYS FROM THE CLOSING DATE AND TIME

**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.

# REQUEST FOR QUOTATION

| <b>Table A:</b><br>Provide documentation and/or information [South African Tourism (SAT) reserves the right to review and verify submitted documentations on mandatory requirements/information] | <b>Comply</b> | <b>Not Comply</b><br>NB: (Non-compliant on any of the below may result in disqualifications unless SAT indicates as not applicable) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1.1. Proof of National Treasury Central Supplier Database (CSD)<br>Summary report - SAT may verify the information as per the CSD)<br>(unless supplier is a foreign supplier)                    |               |                                                                                                                                     |
| 1.2. CSD Overall Tax Status must be compliant<br>(Tax Compliant during evaluation and award stage)<br>(unless it's a foreign supplier)                                                           |               |                                                                                                                                     |
| 1.3. Conformance to the Scope of Work/ Terms of Reference (ToR)                                                                                                                                  |               |                                                                                                                                     |

## 3. LIST OF RETURNABLES

### BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

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

| ANNEXURES                                                                                                                   | DOCUMENT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                          | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>PART A &amp; B</b>                                                                                                       | IS BID INVITATION FORM , TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?                                                                                                                                                                                                                                                                                                                                  |     |    |
| <b>SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |
| <b>ANNEXURE A</b>                                                                                                           | IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?                                                                                                                                                                                                                                                                                                                                 |     |    |
| <b>ANNEXURE B</b>                                                                                                           | IS BIDDER'S SWORN AFFIDAVIT – <b>EXEMPTED MICRO ENTERPRISE (EME)</b> – OR <b>QUALIFYING SMALL ENTERPRISE (QSE)</b> – STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?                                                                                                                                                                                       |     |    |
| <b>ANNEXURE C</b>                                                                                                           | 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?                                                                                                                                                                                                                                                                   |     |    |
| <b>ANNEXURE D</b>                                                                                                           | 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)                                                                                                                                                                                                                   |     |    |
| <b>ANNEXURE E</b>                                                                                                           | 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.                                                                                                                                                                                                                                 |     |    |
| <b>ANNEXURE F</b>                                                                                                           | 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.                                                                                                                                                                                                                   |     |    |
| <b>ANNEXURE G</b>                                                                                                           | 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

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         |                                          |
| ii.  | Black Women Ownership                        | : | 04 points         | } <b>Specific Goals (Maximum points)</b> |
| iii. | Black Ownership                              | : | 10 points         |                                          |
| iv.  | Black Youth                                  | : | 02 points         |                                          |
| v.   | Small, Medium and Micro Enterprises (SMME's) | : | 04 points         |                                          |
|      | <b>Total</b>                                 | : | <b>100 points</b> |                                          |

# REQUEST FOR QUOTATION

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

## 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.

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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 -----%

$$\text{THUS, POINTS AWARDED: } 4 \times \frac{\% WO}{100} = 14 \times \frac{\% WO}{100} =$$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
- 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.....%

$$\text{THUS, POINTS AWARDED: } 10 \times \frac{\% BO}{100} = 4 \times \frac{\% BO}{100} =$$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

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

# REQUEST FOR QUOTATION

## 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

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 AFFIDAVIT 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 |
|-------------------------------|-------------------------|--------------|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
| <b>Total</b>                  |                         |              |                                     |                                   |                                  |                                             |

(To be completed by bidder)

**TABLE- C: SPECIFIC GOALS**

| 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

- 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;
- 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

- 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
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE



- 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.



## REQUEST FOR QUOTATION

### **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

# REQUEST FOR QUOTATION

## 1. Background and Scope of Work.

## SOUTH AFRICAN TOURISM

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 as it supports government's 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 confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

| PRODUCT                              | COLOUR | QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|--------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.Branded Jacket<br/>- Men</b>    | Black  | 30  | <p>Insulated men version.<br/>Omni-Heat thermal reflective.<br/>Zippered hand pockets.<br/>Water resistant fabric.<br/>Shell 100% polyester. Filing: 100% polyester.<br/>Lining: Omni-Heat Reflective 100% polyester</p>  |
| <b>2.Branded Jacket<br/>- Ladies</b> | Black  | 50  | <p>Insulated ladies<br/>Omni-Heat thermal reflective.<br/>Zippered hand pockets.<br/>Water resistant fabric.<br/>Shell 100% polyester. Filing: 100% polyester.<br/>Lining: Omni-Heat Reflective 100% polyester.</p>      |

|                                     |       |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------|-------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Branded Unisex Golf Shirt</b> | Red   | 30 | <p>Unisex: Elevate Golf shirt, non-sweat. <b>SOUTH AFRICAN TOURISM</b></p> <ul style="list-style-type: none"> <li>• Self-fabric double cuffs and knitted collar detailing</li> <li>• Contrast placket</li> <li>• Two-tone sport styling</li> <li>• Easy care garment</li> <li>• High performance looks in a high-performance fabric</li> <li>• Shaped inserts</li> <li>• 170g 100% Polyester</li> <li>• moisture management fabric: e-Dri</li> </ul> <div data-bbox="655 577 935 857">  </div> <div data-bbox="1002 577 1262 857">  </div> |
| <b>4. Branded Shirt - Ladies</b>    | White | 30 | <p>Ladies: Elevate cotton / Linen shirts<br/>2 ply 100s cotton or linen shirts which has been perfected with a unique silk touch finish. Tailored fit and classic fit.</p> <div data-bbox="655 1037 1050 1447">  </div>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>5. Branded Shirt - Men</b>       | White | 10 | <p>Men: Elevate cotton / Linen shirts<br/>2 ply 100s cotton or linen shirts which has been perfected with a unique silk touch finish. Tailored fit and classic fit.</p> <div data-bbox="667 1632 1062 2074">  </div>                                                                                                                                                                                                                                                                                                                                                                                                       |

|                        |               |    |                                                                                                                                                                                                                                                                                                                                                                         |                       |
|------------------------|---------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>6. Luggage Bags</b> | Red/<br>Black | 80 | <p>ABS 4-wheel spinner 55cm branded</p> <p>Size: 48 x 33 x 22.5cm</p> <p>Material: ABS</p> <p>Extendable handle</p> <p>Main zippered area with buckle straps and inner mesh pocket</p> <p>Carry handle</p> <p>Four 360 degree turning wheels</p> <p>Interlocking combination lock</p>  | SOUTH AFRICAN TOURISM |
| <b>7. Laptop Bags</b>  | Black         | 30 | <p>Anti-theft, charger insulated branded, media compartment</p> <ul style="list-style-type: none"> <li>• 15.6" Laptop Compartment</li> <li>• USB Charging Port</li> <li>• Superior Padding</li> <li>• Comfy Shoulder Straps</li> <li>• Luggage Strap</li> </ul>                      |                       |

**NB:**

- The supplier to provide samples.
- All items to be branded.
- Clothing items to be embroidered on the Top Left.
- Courier cost to be quoted for 55 locations for the collateral.

**PRICING SCHEDULE**

| <b>DESCRIPTION</b>           | <b>QUANTITY</b> | <b>UNIT PRICE<br/>(Incl.VAT)</b> | <b>TOTAL PRICE<br/>(Incl.VAT)</b> |
|------------------------------|-----------------|----------------------------------|-----------------------------------|
| 1. Branded Jacket - Men      | 30              | R                                | R                                 |
| 2. Branded Jacket Ladies     | 50              | R                                | R                                 |
| 3. Branded Unisex Golf Shirt | 30              | R                                | R                                 |
| 4. Branded Shirt - Ladies    | 30              | R                                | R                                 |
| 5. Branded Shirt - Men       | 10              | R                                | R                                 |
| 6. Luggage Bags              | 80              | R                                | R                                 |
| 7. Laptop Bags               | 30              | R                                | R                                 |
| Courier Delivery             | 55              | R                                | R                                 |
| <b>GRAND TOTAL</b>           |                 |                                  | R                                 |

**N.B: ALSO ATTACH A FORMAL QUOTE ON THE COMPANY LETTERHEAD.**

## BIDDER'S DISCLOSURE (SBD 4)

**1. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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:

.....  
 .....

**3 DECLARATION**

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:

<sup>1</sup> 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.



## REQUEST FOR QUOTATION

### SOUTH AFRICAN TOURISM

- 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 consortium<sup>2</sup> 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:**.....

<sup>2</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.