



## PART A

### REQUEST FOR QUOTATIONS (RFQ)

|                                                                                                                                                                                                                                                                                                                |                                                                                       |                      |                                                                                              |                                      |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------|--------------------------------------|----------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SA TOURISM)</b>                                                                                                                                                                                                                                      |                                                                                       |                      |                                                                                              |                                      |          |
| <b>RFQ NUMBER:</b>                                                                                                                                                                                                                                                                                             | RFQ-TGSA-013-2024                                                                     | <b>CLOSING DATE:</b> | 18 December 2024                                                                             | <b>CLOSING TIME:</b>                 | 17:00 PM |
| <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                             | South African Exhibition Stand Design & Build: Meetings Africa 2025 Airline Pavillion |                      |                                                                                              |                                      |          |
| <b>BID RESPONSE DOCUMENTS MAY BE PROVIDED BY THE BELOW METHODS</b>                                                                                                                                                                                                                                             |                                                                                       |                      |                                                                                              |                                      |          |
| All proposals must be uploaded to <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>                                                                                                                                                                                                                                                                                          | Dineo Rangata                                                                         |                      |                                                                                              |                                      |          |
| <b>TELEPHONE NUMBER</b>                                                                                                                                                                                                                                                                                        | 011-895-3000                                                                          |                      |                                                                                              |                                      |          |
| <b>E-MAIL ADDRESS</b>                                                                                                                                                                                                                                                                                          | <a href="mailto:quotes@southafrica.net">quotes@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                                     |                                      |          |
| 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                                     |                                      |          |
| <b>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.</b>                                                                                     |                                                                                       |                      |                                                                                              |                                      |          |



## TERMS AND CONDITIONS FOR BIDDING

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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 <a href="mailto:quotes@southafrica.net">quotes@southafrica.net</a>                                                                                                                                                                                                              |
| 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 <a href="http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/">http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/</a> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.               |
| 1.6.                                  | THE <b>80 / 20</b> PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN <b>80</b> POINTS IS FOR PRICE AND <b>20</b> 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                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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 <b>WWW.SARS.GOV.ZA</b>                                                                                                                                                                                                                                                                                                                                         |
| 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 will 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) (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 <b>(A)</b> COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, <b>(B)</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, <b>(A)</b> COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND <b>(B)</b> COPY OF IDENTITY DOCUMENTS.                             |     |    |
| <b>ANNEXURE F</b>                                                                                                           | IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF <b>(A)</b> ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, <b>(B)</b> COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.               |     |    |

# REQUEST FOR QUOTATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <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. |  |  |
| <b>4. APPLICATION OF PREFERENCE POINT SYSTEM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| <b>4.1 DEFINITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                        |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| <b>4.12 80 / 20 PREFERENCE POINT SYSTEM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| iii. Black Ownership : 10 points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| iv. Black Youth : 02 points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| } <b>Specific Goals (Maximum points)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |

# REQUEST FOR QUOTATION

v. Small, Medium and Micro Enterprises : 04 points  
(SMME's)  
**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

## 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.

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

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 %

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

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.....%

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

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- COPY OF ID DOCUMENT.

REQUEST FOR QUOTATION

- b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC.

# REQUEST FOR QUOTATION

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

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 BLACK YOUTH. 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 |
|--------------------------------|-------------------------|--------------|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |
|                                |                         |              |                                     |                                   |                                  |                                             |

# REQUEST FOR QUOTATION

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

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 SATWILL 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.

### 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

**8. BACKGROUND AND SCOPE OF WORK**

As South African Tourism, our organisation is compelled to operate within the precincts of the Public Finance Management Act (PFMA) of The Republic of South Africa. This Act was established to secure transparency, accountability, and sound management of the revenue, expenditure, assets and liabilities of all South African Government Agencies during their normal course of business. Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes those goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective where any potential supplier is allowed to offer goods and services to South African Tourism when needed.

**Meetings Africa**

Meetings Africa 2025 will see the 18th advent of this Business Events Trade Show, owned by South African Tourism, with the specific objective of creating a market access platform, for African Business Events Products. It serves as the primary platform to enable the growth of the business events industry on the continent and ultimately contributes towards its economic growth. Meetings Africa is a 2-day trade show with a dedicated Educational Day which is executed in conjunction with the key global, continental, and national industry associations.

Meetings Africa exists to provide a platform for exhibitors to showcase their offerings to International and local buyers, African associations, and corporate planners. It is the most formidable platform on the continent for you to meet face-to-face with the most influential buyers in the world, and to be part of Africa's growth. Further to South African Tourism's management of the tradeshow, the organization, specifically the Global Trade Unit sets up and runs the Airline Pavilion at the tradeshow.

Please refer to the show's specifications and requirements as outlined below:

- BOND Day: 24th February 2025
- Show days: 25 – 26 February 2025
- Stand Number: TBA
- Dimensions: 90sqm: 15m x 6m (It may change)
- **Corners: Four open sides**
- **Location: Premium**
- **Location: Sandton Convention Center (TBA)**

NB: South African Tourism requires potential bidders to provide both the stand design and stand build services for 2025..The scope of service will include design, production, on-site construction, onsite management and breakdown.

**Requirements :**

Images should be in line with SAT's Corporate Identity (CI) and Wordmark.

Digital/Picture Effects Branded stand images that are interchangeable.

Proposal should include detailed specifications and cost of materials (in the form of a bill of quantities) to be used for the construction of the design.

The stand builder should provide all graphics, furniture, billboard-size posters, and Fascia names and assist with resizing exhibitors' booth posters and other items in relation to the exhibition stand.

Particular focus should be placed on the following when preparing your quotations:

- The stand will be 90sqm: 15m x 6m (size can be increased) sqft in size.
  - The stand will accommodate an anticipated **6** exhibiting partners. Each partner requires a desk/table with identifying signage with company branding, locked storage, electrical power and South African-compatible electric cords as well as TV screen to flight their respective content.
  - All the desks/tables to be positioned in the outer space for equal visibility purposes – for individual stands to be seen/located by clients
  - Branded Front reception area with storage cabinet.
  - Small lounge /area for pavilion exhibitors
  - Central storage area including some shelving, water cooler and refrigerator.
- A suitable area to be used as a coffee counter during the day with electrical power points.

## REQUEST FOR QUOTATION

- Branded signage that is highly visible from the show floor.
- Lighting as needed to enhance the stand.
- Rental furniture and audiovisual equipment as required.
- All transport/shipping of stand materials and on-site construction, including all electrical requirements.
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines
- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.)
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier
- Coordinate and print out all the approved stand-build graphics
- All graphics to be in line with SA Tourism CI and Word Mark (Meet South Africa)
- Wifi connection
- Tea, coffee and biscuits for the duration of the show (Barrister for coffee)

### Design and approval

- It is the responsibility of the stand builder to request the Exhibitor Manual from the Event Organisers and should be familiar with all the regulations and restrictions of each show in each country.
- It is hereby stated that all design and stand approvals of the show will be obtained by the stand build and all costs thereof will be carried by the stand build.
- The design of the stand will be the property of South African Tourism, and we will have the right to use the design after the contracted period

A detailed project plan must be submitted to SAT in advance and must include the following:

- Stand design
- Build-up and Breakdown schedule
- Detailed timelines
- Total number of employees that will be on the project
- Name and details of Project Manager
- Dates and frequency of status meetings, Status meetings to include updates on Design, graphics and progress of stand

### Waste Control

- All waste removal costs related to the build-up and breakdown of the SAT stand will be carried by the stand builder.

### Penalties

- All penalties incurred in relation to overtime, and extra days including early build-up and late breakdown will be carried by the stand builder.

### Design and Stand Changes

- All charges must be recorded and presented to the SAT Project Manager for final approval.
- No changes can be affected without a signature from the Chief Quality Assurance Officer.

### Contractor Passes

- It is the responsibility of the stand builder to ensure that all contractor passes are arranged and collected before each show thereby ensuring that each build-up starts on time.

### Technical staff on Duty

- The successful bidder should provide permanent on-site support before, during and post each exhibition. This should be included in the price.
- The successful tenderer should include technical expertise (in-house capabilities) in the proposal.
- The successful tenderer will also be required to include all material transportation costs to the show

REQUEST FOR QUOTATION  
In-Country Union Regulations

- When hiring local staff and contractors in-country, i.e. the country in which the exhibition is located, it is the responsibility of the stand-builder to be familiar with all the Union regulations and laws in order to ensure that no laws are contravened.

Layout and Orientation of the SAT Stand

- It is the duty of the stand builder to be familiar with the layout and orientation of the Airline Pavilion within the specified hall at each exhibition.

TABLE D: SCOPE OF WORK - PRICING

| NO | SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)                 | QUANTITY | AMOUNT |
|----|---------------------------------------------------------------|----------|--------|
|    |                                                               |          |        |
|    |                                                               |          |        |
|    |                                                               |          |        |
|    |                                                               |          |        |
|    |                                                               |          |        |
|    |                                                               |          |        |
|    |                                                               |          |        |
|    | TOTAL PRICE EXCLUDING VAT                                     |          |        |
|    | VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT) |          |        |



|  |                                                     |  |  |
|--|-----------------------------------------------------|--|--|
|  |                                                     |  |  |
|  | GRAND TOTAL INCLUDING VAT ( TOTAL BID OR RFQ PRICE) |  |  |

TABLE E- FUNCTIONALITY CRITERIA

| PERFORMANCE INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VALUE ALLOCATED |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| The Bids will be evaluated on a scale of 0 – 3 in accordance with the criteria below. The rating will be as follows: 0 = None responsive 1 = unsatisfactory, 2 = acceptable, 3 = excellent,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
| <b>Criteria 1: Portfolio of Past Projects</b><br><br>Bidders must provide 3 portfolios of past projects done relevant to this scope (i.e. stand build).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 20              |
| <b>Criteria 2: Quality and Environmentally Friendly Material</b><br><br>A clear demonstration of the type of quality-assured and sustainable environmentally friendly materials to be used to construct the stand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20              |
| <b>Criteria 3: Agency resources and on-site support</b><br><br>Bidders must indicate the resources and on-site support required to deliver on this project. Experience of the <b>Core Service Team</b> , i.e. Project Manager/ Account Manager, Stand lead Constructor, Onsite Manager, etc.<br><br>Please provide us with detailed (CV)/profiles regarding the expertise and experience of the proposed resource. The proposed resource must have at least a minimum of 5 years of experience as a stand lead constructor. <ul style="list-style-type: none"> <li>Five (5) years' experience = 1 point</li> <li>Six (6) to seven (7) years' experience = 2 points</li> <li>More than (8) years = 3 points</li> </ul> Failure to submit CV's and Minimum of 5 years' experience=0                                                                                                                                          | 30              |
| <b>Criteria 4: Agency credentials and Experience</b><br><br>The bidder must have a minimum of five (5) years' experience and provide at least three (3) contactable client references/testimonials in the form of a formal written letterhead. No appointment letters from clients will be accepted as reference letters.<br><br>The reference letter must include a contract period. Experience relevant to the scope of work and the number of projects of a similar nature that were conducted by your company previously. Years in conducting similar work. <ul style="list-style-type: none"> <li>5 years of company experience and 3 relevant references/testimonials= 1</li> <li>5-9 years of company experience and 4 relevant references/testimonials = 2</li> <li>10 or more years company experience and 5 relevant references/testimonials = 3</li> </ul> Failure to submit a minimum of 3 client references=0 | 30              |
| <b>TOTAL WEIGHT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>100</b>      |
| A minimum threshold of 70 % is applicable in order for bidders to be evaluated further on price and specific goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |

**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, they 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 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:

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

<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.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise,



## REQUEST FOR QUOTATION

### SOUTH AFRICAN TOURISM

- 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:**.....



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Black Women Ownership                                       | 02                                                                                   | 04                                                                                   |                                                                              |                                                                              |
| Black Youth Ownership                                       | 02                                                                                   | 02                                                                                   |                                                                              |                                                                              |
| Black Ownership                                             | 04                                                                                   | 10                                                                                   |                                                                              |                                                                              |
| Small, Medium, and Micro Enterprises (SMMEs)                | 02                                                                                   | 04                                                                                   |                                                                              |                                                                              |
| Total                                                       | 10                                                                                   | 20                                                                                   |                                                                              |                                                                              |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

Meetings Africa 2025

# Visual 1



## Notes:

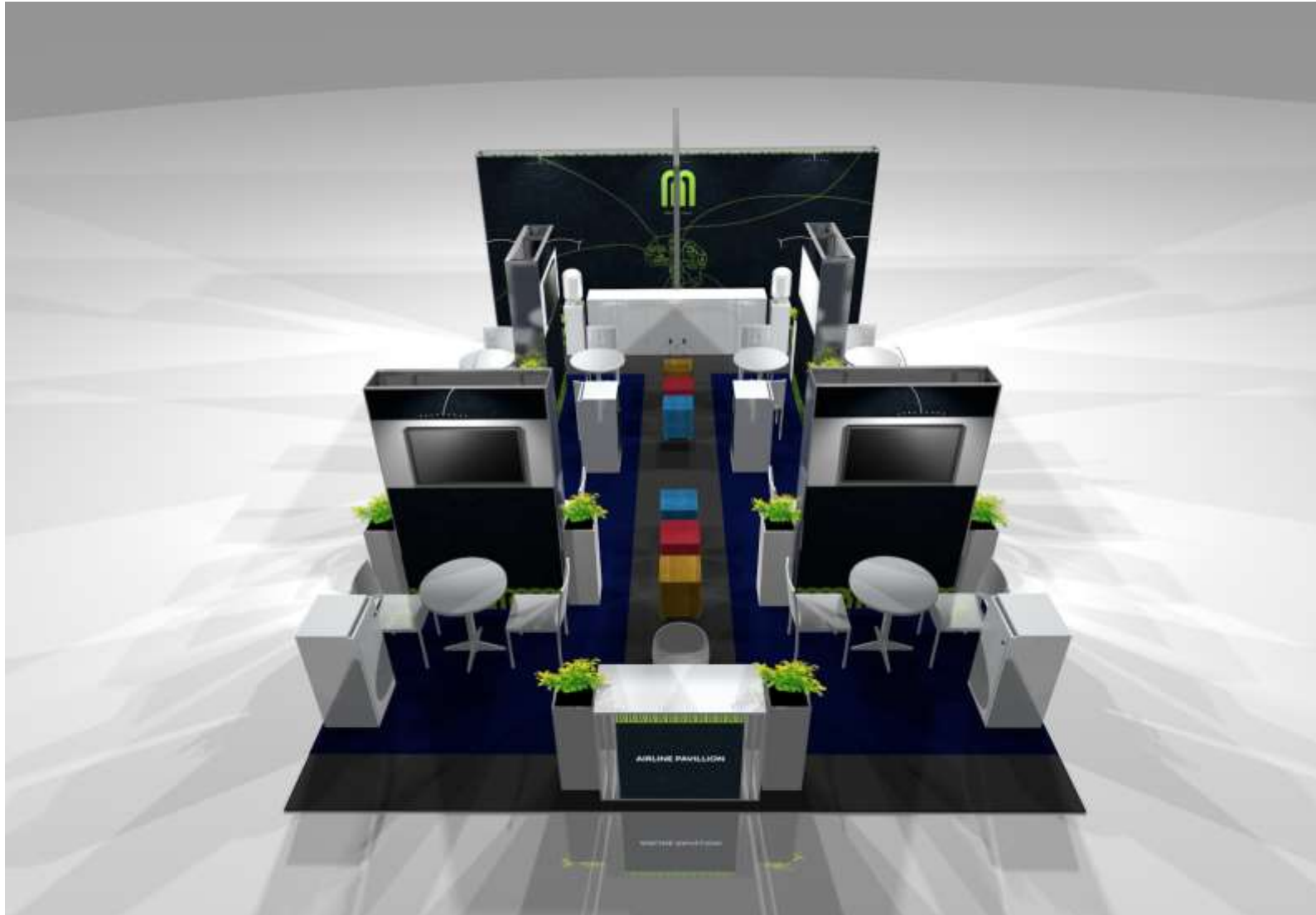
1. A bulkhead with logos must be included in the pricing
2. Exhibitor tables must come with 3 chairs (as opposed to 2)
3. Colour scheme and graphics are subject to change
4. Cost in an additional graphic on the backside of the large wall at the back of the pavilion

# Visual 2

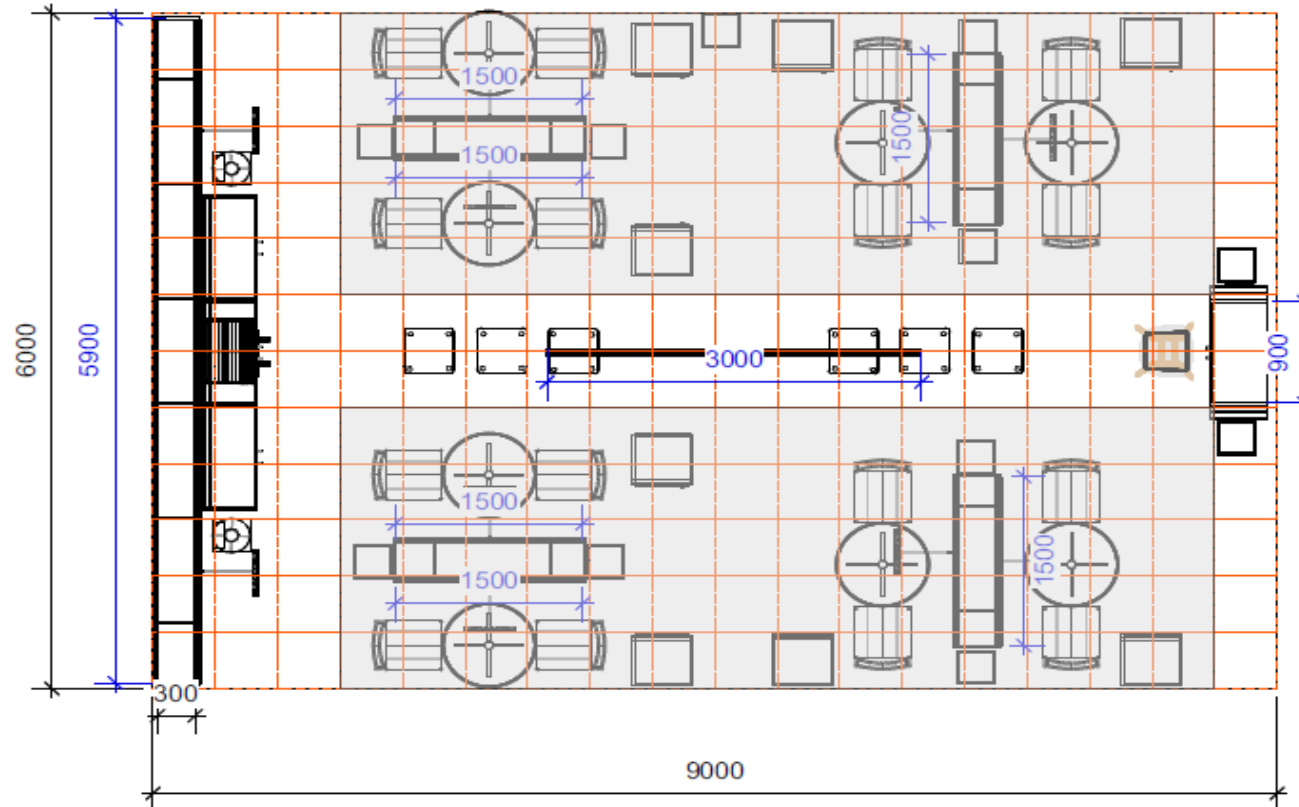




# Visual 3



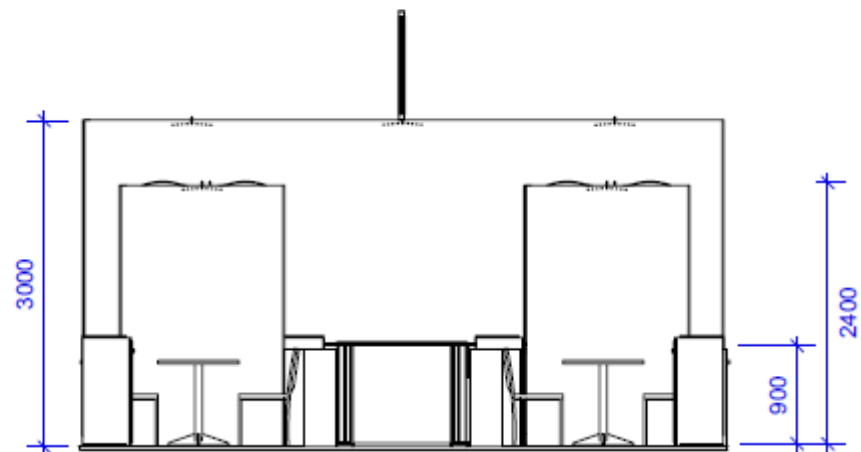
# CONSTRUCTION 1



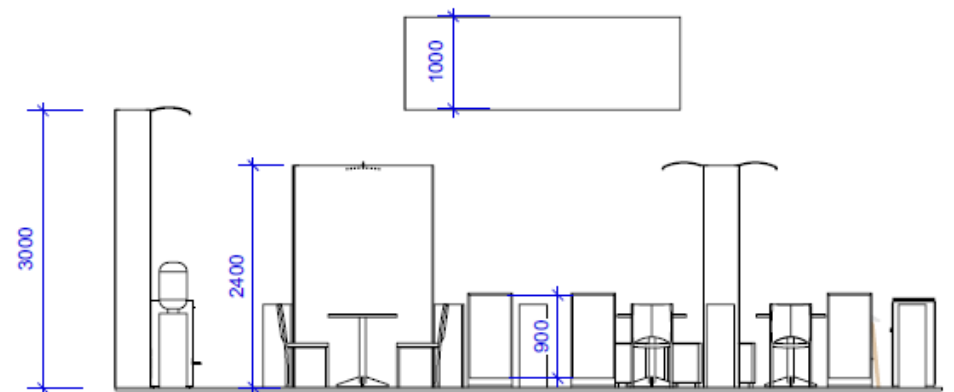
**Plan**  
Scale 1:50  
1 Block = 500x500mm/0.25sqm

| DESCRIPTION                                               |                                                   | QTY      |
|-----------------------------------------------------------|---------------------------------------------------|----------|
| STAND SIZE AND HEIGHT                                     |                                                   |          |
|                                                           | 9m x 6m x 3mht                                    | 54sqm    |
| FLOOR                                                     | 32mm raised boards                                | 54sqm    |
| Ground Floor Level                                        | Black Rolled Carpeting                            | 19sqm    |
|                                                           | Blue Rolled Carpeting-2 off (7x2.5m)              | 35sqm    |
| Aluminium Edged                                           | 32mm sq ali edging                                | 24m      |
| RIGGING                                                   | TFS Single Frame: 3m x 1m ht                      | 2 points |
| SYSTEM                                                    | REF. UNIBOX LIST                                  |          |
| PANELS                                                    | 3mm MFOAM Panels_ 383mmwd x 2400mmht              | 8        |
|                                                           | 3mm MFOAM Panels_ 383mmwd x 3000mmht              | 2        |
| GRAPHICS                                                  | Vinyl:383mmwd x 2400mmht ( endcaps)               | 8        |
|                                                           | Vinyl:383mmwd x 3000mmht ( endcaps)               | 2        |
| Please supply all TFS graphics with 50mm bleed all around |                                                   |          |
|                                                           | TFS: 1500mmwd x 2400mmht ( exhibitor )            | 8        |
|                                                           | TFS: 5900mmwd x 3000mmht ( 1x printed/ 1 x white) | 2        |
|                                                           | MTFS: 900mmwd x 900mmht                           | 1        |
|                                                           | TFS: 3000mmwd x 1000mmht                          | 2        |
|                                                           | MTFS:450mmwd x 900mmht ( exhibitor logos)         | 8        |
| FURNITURE                                                 | Custom Rental: White Cladd Scan Counter           | 1        |
|                                                           | White Cafe Chairs                                 | 16       |
|                                                           | Cafe Tables                                       | 8        |
|                                                           | Barstool                                          | 1        |
|                                                           | Water Coolers with Water Bottles                  | 2        |
|                                                           | Custom Rental: SCan Half Counter                  | 8        |
|                                                           | White Potted Medium Plants in SQ Custom Pots      | 10       |
|                                                           | Covered Small Ottomans                            | 6        |
|                                                           | Custom Rental: SCan Counter                       | 3        |
|                                                           | Small Coffee Machine                              | 1        |
| AUDIO VISUAL                                              | REF. ELECTRICAL LAYOUT                            |          |
| + HDMI Cable/s                                            |                                                   |          |
|                                                           | 40" HD LED Screen                                 | 8        |
| ELECTRICAL                                                | REF. ELECTRICAL LAYOUT                            |          |
| REVISIONS:                                                |                                                   |          |

**Left Elevation**  
Scale 1:33 1/3



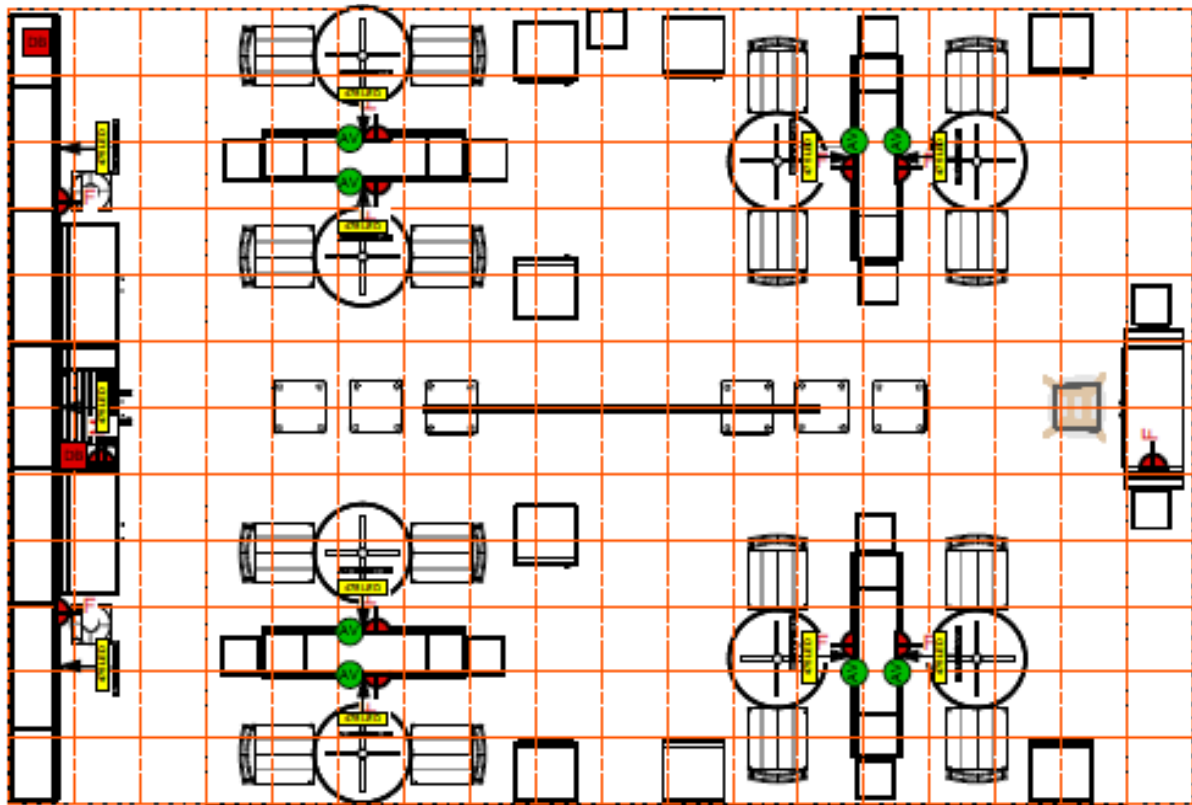
**Front Elevation**  
Scale 1:33 1/3



| LIGHTING & ELECTRICAL KEY: |                                 |                                          |
|----------------------------|---------------------------------|------------------------------------------|
|                            | DB 15                           | 30 Amp DB Single Phase                   |
|                            | DB 11/30                        | 30 Amp DB Three Phase                    |
|                            | DB 11/60                        | 60 Amp DB Three Phase                    |
|                            | DB 11/125                       | 125 Amp DB Three Phase                   |
|                            | DB 11E/125                      | 125 Amp External DB Three Phase          |
|                            | SC LED02                        | H8 Tube 48-70 OC LED long arm spot       |
|                            | SC LED01                        | H8 Tube 48-70 OC scan LED                |
|                            | LA1                             | Long Arm Spot 50watt (LED)               |
|                            | LA2                             | Long Arm Spot 100watt                    |
|                            | HA1                             | Long Arm Halogen Spot 150watt            |
|                            | P38                             | PAR38 Sp of 150 watt                     |
|                            | DL1                             | Down Lighter 50watt                      |
|                            | DL1T                            | Down Lighter 50watt T8                   |
|                            | HAF1                            | Halogen Flood Light 500 watt             |
|                            | HAF2                            | Halogen Flood Light 150 watt             |
|                            | MH1                             | Metal Halide Flood Light 150watt         |
|                            | MH2                             | Metal Halide Flood Light 400watt         |
|                            | MH2R                            | Metal Halide Recosed 150watt             |
|                            | FLV5                            | Flood Light Energy Saver 2x05watt        |
|                            | FLO1                            | Fluo rescent Lighting Double Tube 0,6    |
|                            | FLO2                            | Fluo rescent Lighting Double Tube 0,9    |
|                            | FLO3                            | Fluo rescent Lighting Double Tube 1,2    |
|                            | FLO4                            | Fluo rescent Lighting Double Tube 1,5    |
|                            | FLO5                            | Fluo rescent Lighting Double Tube 2,4    |
|                            | PR1                             | Par Can Lighting 300watt (Black/Silver)  |
|                            | PR2                             | Par Can Lighting 1000watt (Black/Silver) |
|                            | PR3                             | Par Can Lighting 500watt                 |
|                            | PR4                             | Par Can Lighting Spot 300/500watt        |
|                            | PL1                             | Pendant Light - Small High Bay           |
|                            | PL2                             | Pendant Light                            |
|                            | LED                             | LED strips per meter                     |
|                            | LEDVC                           | LED colour strips per meter              |
|                            | LEDCC                           | LED colour changing strips per meter     |
|                            | 1200mm LED scan acrylic signage |                                          |
|                            | EE1                             | Emergency Exit Light                     |
|                            | UL1                             | Up Lighter 300watt                       |
|                            | PP1                             | Plug Point                               |
|                            | MP1                             | Multi Plug                               |
|                            | FP1                             | Flush Mounted Plug                       |
|                            | SF                              | PVC Skirting Fan                         |
|                            | IF                              | Industrial Fan                           |
|                            | EF                              | Recessed Extractor Fan                   |
|                            | AV                              | audiovisual point                        |
|                            | I                               | Internet point WIFI                      |
|                            | T                               | tele phone point                         |

**NOTES:**  
 All plug point and AV connections to be mounted flush in wall or floor with standard connector points.  
 On 1 firm raised floors angled floor mounted plug bases are to be used.  
 All wiring to be done according to regulations.  
 Ensure that all wiring is fixed horizontally or vertically and that all wires are neat.  
 DB boards to be fixed properly in an accessible position.  
 All wiring to be done inside structure where possible.  
 Any exposed wiring to be placed in square conduit.  
 Height up ceiling of fittings are indicated in brackets where relevant.

| ELECTRICAL COMPONENTS |                                                  |     |
|-----------------------|--------------------------------------------------|-----|
| AUDIO VISUAL          |                                                  | QTY |
| + HDMI Cable/s        | 40" HD LED Screen                                | 8   |
| ELECTRICAL            |                                                  |     |
|                       | LED Long Arm Spot Light                          | 11  |
|                       | Plug Points                                      | 12  |
|                       | Single Phase DB ( 1 x stand/ 1 x coffee machine) | 2   |
|                       | COC                                              | 1   |



Electrical Layout  
 Scale 1:50  
 1 Block = 500x500mm/0.25sqm

**NOTE:**  
 All holes for light fitting to be pre-planned and done during pre-build.  
 All re-bolting to be pre-planned and fitted during pre-build.  
 DB boards to be fitted neatly against a wall.