

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

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SA TOURISM)**

|                    |                                                                   |                      |                        |                      |                 |
|--------------------|-------------------------------------------------------------------|----------------------|------------------------|----------------------|-----------------|
| <b>RFP NUMBER:</b> | <b>RFQ -NCB-26-24</b>                                             | <b>CLOSING DATE:</b> | <b>16 January 2024</b> | <b>CLOSING TIME:</b> | <b>14:00 pm</b> |
| <b>DESCRIPTION</b> | Professional Conference Organiser & Exhibition Project Management |                      |                        |                      |                 |

**BID RESPONSE DOCUMENTS MAY BE PROVIDED BY THE BELOW METHODS**

All proposals must be uploaded using the following link [Quotes@southafrica.net](mailto:Quotes@southafrica.net)

**NOTE: IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THE COMPLETED RFQ DOCUMENT WITH APPROPRIATE SUPPORTING DOCUMENTS ARE DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| <b>CONTACT PERSON</b>   | <b>Babazile Vilakazi</b>                                               |
| <b>TELEPHONE NUMBER</b> | <b>0118953000</b>                                                      |
| <b>E-MAIL ADDRESS</b>   | <a href="mailto:babazile@southafrica.net">babazile@southafrica.net</a> |

**SUPPLIER INFORMATION**

|                                                |                                   |  |               |                                      |
|------------------------------------------------|-----------------------------------|--|---------------|--------------------------------------|
| <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> |
|                                                |                                   |  |               | <b>MAAA</b>                          |

|                                                                                 |                                  |                             |
|---------------------------------------------------------------------------------|----------------------------------|-----------------------------|
| <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes     | <input type="checkbox"/> No |
|                                                                                 | [IF YES, PLEASE PROVIDE DETAILS] |                             |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|                                                                                                                        |                              |                             |
|------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS</b> |                              |                             |

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT EMAIL ADDRESS AND OR PLATFORM. NO HAND DELIVERY MAY BE ACCEPTED. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO . BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE WEBSITE OF NATIONAL TREASURY.
- 1.5. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** POINTS IS FOR PRICE AND **20** POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 2 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE SUBMISSION / RFQ WILL BE EVALUATED IN LINE WITH THE SET CRITERIA OR FUNCTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL WILL BE ROUNDED OFF TO THE NEAREST TWO (2) DECIMAL PLACES.
- 1.7. A TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS IN TERMS OF THE PREFERENCE POINT SYSTEM (*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
- 1.8. BIDDERS ARE REQUIRED TO SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION IN LINE WITH THE ENTIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE SAT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.9. THE SAT RESERVES THE RIGHT TO NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD.
- 1.10. THE SAT MAY ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED WITH THE RFQ.
- 1.11. THE BID MUST BE VALID FOR A PERIOD OF 45 CALENDAR DAYS FROM THE CLOSING DATE AND TIME

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **WWW.SARS.GOV.ZA**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**Table A:**

Provide documentation and/or information [South African Tourism (SAT) reserves the right to review and verify submitted documentations on mandatory requirements/information]

**Comply****Not Comply**

NB:(non-compliant on any of the below will result in disqualifications unless SAT indicates as not applicable)

1.1. Proof of National Treasury Central Supplier Database (CSD Summary report - SAT may verify the information as per the CSD) (unless supplier is a foreign supplier)

1.2. CSD Overall Tax Status must be compliant  
(Tax Compliant during evaluation and award stage)  
(unless it's a foreign supplier)

1.3. Conformance to the Scope of Work/ Terms of Reference (ToR)

**3. LIST OF RETURNABLES****BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS**

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

| ANNEXURES                                                                                                                   | DOCUMENT DESCRIPTION                                                                                                                                                                                                                    | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <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 (A ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.                                                                                                                                                                                                                    |  |  |
| <b>ANNEXURE G</b> | IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE. |  |  |

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

4.12 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

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

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:**

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

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

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

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

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

**4.15.4 % OWNED BY BLACK YOUTH**

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS 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 |
|-------------------------------|-------------------------|--------------|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |
|                               |                         |              |                                     |                                   |                                  |                                             |

|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
|       |  |  |  |  |  |  |
|       |  |  |  |  |  |  |
|       |  |  |  |  |  |  |
|       |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

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

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

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

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

6. DELIVERIES

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

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

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

## 7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

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

## 7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

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

## 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

## TABLE D: SCOPE OF WORK

### BACKGROUND

Meetings Africa is a Pan-African Business Events Trade Show, which has been in existence for 18 years, with the 19th edition taking place in 2025. The trade show was established in response to the global meetings industry's growing recognition of Africa as a sought-after premier business events destination.

Meetings Africa serves as the primary platform to enable the growth of South Africa's meetings, incentives, conferencing, and exhibitions industry, as well as the rest of the continent's business events industry that ultimately contribute towards the continent's economic growth.

|                                    |     |
|------------------------------------|-----|
| Meetings Africa 2024 Attendance:   |     |
| Media, including Hosted Media:     | 179 |
| Exhibiting Companies:              | 382 |
| Hosted Buyers:                     | 371 |
| Local Corporate Buyers & Visitors: | 699 |

### WHAT IS NEEDED?

#### Our Challenge

To provide professional conference organising services for BONDay on the 24 February 2025, and general Overall Show Project Management Services:

Positioning: Africa's Excellence, Endless Possibilities

Theme 2025: Africa's Success Built on Quality Connections

Date: BONDay – 24 February 2025; Trade Show Days 25-26 February 2025

### PART A: BONDAY & BOMA TALKS

- To position South African Tourism as thought leaders in anything tourism related in SA and within the continent. This should be done through:
- Sharing of insights that can position exhibitor's business in a more impactful way.
- Access to great thought leaders on various topics that focus on the business events industry.
- Identify a key 'drawcard' speaker that creates hype and elevates the level of the programme. This must be a speaker of global gravitas and does not necessarily need to form part of the business events fraternity, however, the content should be relevant within the context of business events, South Africa and the continent.
- There needs to be a focus on South African Exceptionalism, and speakers should reflect this.
- Exposure to technology and trade platforms that enable businesses to further enhance their marketing and operations.
- The BONDay talks are aimed at showing leadership in providing information that will in turn assist the exhibitors to grow their businesses.
- To Discuss barrier issues that impede arrivals and how our exhibitors can counter / overcome these challenges – present these issues in the spirit of the theme – Africa's Success Built on Quality Connections.
- Information on industry / global trends
- Provide information on market insights.
- Identify the best way to assist newcomers to the Meetings Africa community (perhaps there is a separate programme for beginner / novice exhibitors and a different programme for seasoned exhibitors).
- Consider creativity in presenting the topics and format development

## **Services required – Strategic Objectives**

- February 24, 2025 – BONDay - Create a compelling programme which kicks off with an inspirational session. The purpose of the session is to stimulate innovative thinking and ways of conducting business which drives change and stimulates recovery. The sessions to commence from 9am till 1pm.
- Coordinate a full programme to include the BONDay Educationals, nge, BOMA Talks and BONDay Side events for Association Partners
- Manage all Association submissions and participation in preparation for BONDay and onsite
- End-to-end logistics and management
- Directional Signage Management
- Sourcing of speakers and facilitators where needed.
- Arranging all speaker logistics in collaborations with the travel management company.
- Manage any special protocols in respect of speakers when required.
- To position SAT and SANCB as a thought leader for supporting industry recovery and growth
- Create a platform for inclusive engagement by trade partners through inviting participation from industry stakeholders.
- 25 – 26 February 2025– BOMA Talks – interesting, intimate, interactive sessions which address real concerns and sparks meaningful, tangible outcomes, this will comprise two sessions per day, as per the events calendar.
- Manage 2 BOMA's located at different parts of the venue.
- Each BOMA should be assigned a theme – examples are Innovation, Sustainability, Future-Forward & Africa Now – these are suggestions and are not limited to these options.

## **Our Goal: What is the operational objective that needs to be achieved?**

### **Operational Metrics / Scope of work:**

- The appointed PCO will be responsible for the logistics management for BONDay, and BOMA Talks.
- The development and / or coordination of the programme and sourcing of speakers and facilitators
- An appointed activations agency will be responsible for the aesthetic look and feel for BONDay & BOMA Talks

## **Scope of Work:**

### **BONDay:**

#### **Pre-Show**

1. Establish a project plan with delivery dates and resource allocations, inclusive of programme management for BONDay.
2. Manage the deployment of Invitation through Exhibition Management Company, with RSVP s via the overall show registration system.
3. Develop invitation and briefing packs for all speakers and conduct briefing sessions in preparation for BONDay Educationals.
4. Source speakers / panelists / moderators' in line with programme & topics where required
5. Develop all holding slides with topics and speakers and coordinate associated directional signage with the signage partner
6. Collate and share programme with topics and speaker profiles for communications purposes.
7. Arrange speaker logistics for travel in conjunction with appointed Programme Development supplier & Travel Management Company.
8. Develop a running order for use by the activation's agency, logistics, branding & directional signage teams.
9. Design & develop evaluation questionnaires to assess the degree to which objectives have been met, successes and failures, strengths and weaknesses, and pointers for future development for inclusion in Mobile App – this will be used onsite to rate each session.
10. Issue invitations to all participants and manage RSVP's and numbers for seating, catering and other logistical requirements.
11. Notify client how many temp staff are required in order to plan appropriately and timeously for all activities.
12. Dry run – written hand-over to SA Tourism – 23 February 2024 @ 15h00

### **During Meetings Africa / Onsite**

1. Co-ordinate Programme Management in conjunction with Programme Development Supplier.
2. Manage speakers on-site in conjunction with Programmme Development Supplier.
3. Directional Signage, Branding and logistics of venue Management.
4. Provide technical rider and manage all technical equipment required, not part of the standard items provided by the venue.
5. Manage On-site registration of attendees in accordance with RSVP's.
6. Manage Walk-in delegates separately.
7. Catering Management – arrival teas, coffees and beverages; Lunch and tea break – to be finalised based upon proposed programme. Provision of water for all speaking sessions.
8. Manage speaker holding room.
9. Manage all relevant directional signage content management, in conjunction with branding & logistics teams.
10. Ushers' briefing & management on-site.

## **BOMA Talks:**

### **Pre-Show**

1. Establish a project plan with delivery dates and resource allocations, inclusive of programme management for BOMA Talks – this can be combined into the overall BONDay Project Plan.
2. Source all facilitators in line with programme & topics - develop all holding slides. Develop invitation and briefing packs in preparation for BOMA Talks.
3. Collate and share programme with topics and speaker profiles for communications purposes.
4. Arrange speaker logistics for travel in conjunction with appointed Programme Development supplier & Travel Management Company.
5. Develop a running order for use by the Activations agency, logistics, branding & directional signage teams.
6. Design & develop evaluation questionnaires to assess the degree to which objectives have been met, successes and failures, strengths and weaknesses, and pointers for future development for inclusion in Mobile App – this will be used onsite to rate each session.
7. Dry run – written hand-over to SA Tourism – 24 February 2024 @ 15h00

### **During Meetings Africa / Onsite**

1. Co-ordinate Programme Management in conjunction with Programme Development Supplier.
2. Manage speakers on-site in conjunction with Programme Development Supplier
3. Directional Signage, Branding and logistics of venue Management.
4. Provide technical rider and manage all technical equipment required, not part of the standard items provided by the venue
5. On-site registration of attendees
6. Provision of water for all speaking sessions.
7. Manage speaker holding room.
8. Manage all relevant Directional Signage Content Management, in conjunction with branding & logistics teams.
9. Ushers' briefing & management on-site.

### **Post-event activities**

- Provide final financial report.
- Provide consolidated feedback report inclusive of supplier management, sponsorship management, speaker management, in agreed format.
- Maintain a computerised management system to process all registration details, receipts, and expenditures.
- Briefing of all casual staff allocated to BONDay – always ensure professional conduct of ushers – they need to be knowledgeable, informed, and proactive.

## **PART B: Overall Show Project Management**

Meetings Africa seeks a qualified and experienced Project Manager to oversee all aspects of the trade exhibition management process for its 2025 edition. The Project Manager will act as the central point of coordination, ensuring seamless execution of all exhibition-related activities and maintaining alignment with the event's objectives, timelines, and quality standards.

### **2. Scope of Work:**

#### **Pre-Event Planning and Coordination:**

- Develop a comprehensive project plan, including timelines, milestones, and deliverables for all exhibition activities.
- Liaise with various stakeholders, including vendors, exhibitors, venue management, and internal teams, to ensure alignment on goals and responsibilities.
- Coordinate with infrastructure and service providers to finalise designs, layouts, and logistics for exhibition spaces in collaboration with the Exhibition Sales Team
- Oversee exhibitor registration processes and relevant processing of accreditations
- Collaborate with the PR & marketing teams to ensure timely communication with exhibitors and attendees regarding event details and updates.

#### **Onsite Event Management:**

- Ensure all logistics requirements are coordinated in compliance with relevant safety standards
- Act as the primary point of contact for all onsite activities during the exhibition.
- Supervise the setup and breakdown of exhibition infrastructure, ensuring adherence to timelines and safety standards.
- Manage onsite registration processes, including troubleshooting and coordinating with the registration services team.

- Oversee the execution of exhibitor services, including accreditation, technical support, and issue resolution.
- Ensure smooth operation of the hosted buyer lounge, media centre, and other critical areas.

**Stakeholder Management:**

- Establish regular communication channels with stakeholders to provide updates and address concerns promptly.
- Conduct pre-event and post-event meetings with stakeholders to review progress and gather feedback.
- Ensure all stakeholders comply with contractual obligations and deliverables.

**Financial and Risk Management:**

- Monitor budgets and expenditures related to exhibition management activities.
- Identify potential risks and develop mitigation strategies to ensure the event's success.

**Post-Event Evaluation:**

- Conduct a comprehensive post-event review, including stakeholder debriefs and attendee/exhibitor feedback analysis.
- Prepare and present a detailed final report summarising the event's outcomes, challenges, and recommendations for future editions.

**Summary of Key Deliverables:**

- Comprehensive project plan and timeline for exhibition management.
- Regular progress reports & updates to the Meetings Africa team.
- Successful coordination and execution of all exhibition-related activities.
- Detailed post-event report with actionable insights and recommendations.

**Cost Structure of Proposal:**

Please provide costs as a total project fee rather than a monthly retainer. All prices to be inclusive of VAT and all payment terms to be specified. No additional costs to be considered over and above the RFP submissions. Should you wish to sponsor these services, please advise us what your requirements would be for us to make an informed decision.

On successful appointment, a service level agreement (SLA) agreement will be provided for all parties. Your primary point of contact will be South African Tourism.



**SOUTH AFRICAN TOURISM**

**FUNCTIONALITY:**

“FUNCTIONALITY” MEANS THE MEASUREMENT ACCORDING TO PREDETERMINED NORMS, AS SET OUT IN THE RFP DOCUMENTS, OF A SERVICE OR COMMODITY THAT IS DESIGNED TO BE PRACTICAL AND USEFUL, WORKING OR OPERATING, TAKING INTO ACCOUNT, AMONG OTHER FACTORS, THE QUALITY, RELIABILITY AND VIABILITY OF A SERVICE AND THE TECHNICAL CAPACITY AND ABILITY OF A SUPPLIER.

BIDDER(S) ARE REQUIRED TO ACHIEVE A MINIMUM THRESHOLD 70% TO PROCEED TO STAGE 2 (PRICE AND BBBEE) OF THE EVALUATION PROCESS.

| PERFORMANCE INDICATORS (Scores will be allocated according to the evaluation matrix below)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WEIGHT ALLOCATED |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>1. Meetings Africa 2025 Professional Conference Organiser Proposal</p> <ul style="list-style-type: none"> <li>The respondent is to provide a solution for the management of BONDay and associated staffing plans.</li> <li>Demonstrated experience in managing logistics for similar conferences or large-scale events.</li> <li>Proven ability to handle venue coordination, travel arrangements, accommodation, catering, and other logistical requirements efficiently.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 25               |
| <p>2. Company track record:</p> <p>A company profile must be submitted, stipulating the years the company has conducted Professional Conference Organising services for large-scale exhibitions. The company must have existed for at least 5 years, rendering similar services and presenting evidence of Professional Conference Organising services that meets / exceeds 3,000 people. The Bidder must also attach a minimum of 3 reference letters on company letterhead of such experience, as well as one Portfolio of Evidence of a conference that was managed to a similar scale, linked to one of the reference letters provided.</p> <p>0 = No Company profile , No POE, less than three reference letters and less than 5 years of experience<br/> 1 = Company profile, Three reference letters, one POE and a minimum of 5 years' related experience<br/> 2 = Company profile, Four reference letters, one POE and a minimum of 5 years' related experience<br/> 3 = Company profile, five reference letters, one POE and a minimum of 5 years' related experience</p> | 20               |
| <p>3. Project Manager / Lead – Professional Conference Organiser</p> <p>The service provider must provide a detailed CV for the Project Manager /Lead, indicating their qualifications and experience in Professional Conference Organising, and must have a minimum of 5 years' experience in similar projects.</p> <p>0 = Failure to submit a detailed CV of key personnel and less than five years of experience and irrelevant qualification<br/> 1 = Five to Six years of experience and relevant qualifications<br/> 2 = Seven to Eight years of experience and relevant qualification<br/> 3 = More than eight years of experience and relevant qualification</p>                                                                                                                                                                                                                                                                                                                                                                                                            | 20               |
| <p>4. Project Manager / Lead – Exhibition Project Manager</p> <p>The service provider must provide a detailed CV for the Project Manager /Lead, indicating their qualifications and experience in Exhibition Project Management services, and must have a minimum of 5 years' experience in similar projects.</p> <ul style="list-style-type: none"> <li>Proven experience in project management for trade exhibitions or large-scale events.</li> <li>Strong organisational, leadership, and communication skills.</li> <li>Demonstrated ability to manage multiple stakeholders and deliver projects within budget and on schedule.</li> <li>Familiarity with exhibition infrastructure, registration systems, and event logistics.</li> <li>Certification in project management (e.g., PMBOK, PMP, PRINCE2, AGILE) is an advantage.</li> </ul>                                                                                                                                                                                                                                   | 25               |

|                                                                                                                                                                                                                                                                                                                                        |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 0 = Failure to submit a detailed CV of key personnel and less than five years of experience and irrelevant qualification<br>1 = Five to Six years of experience and relevant qualifications<br>2 = Seven to Eight years of experience and relevant qualification<br>3 = More than eight years of experience and relevant qualification |            |
| 5. Project Plan for Implementation, and logistics - BONDday<br>Failure to provide an implementation plan will result in zero-scoring<br>This evaluation criterion will be scored using the evaluation matrix                                                                                                                           | 10         |
| <b>TOTAL WEIGHT</b>                                                                                                                                                                                                                                                                                                                    | <b>100</b> |

## REQUEST FOR QUOTATION

A minimum threshold of 70% has been set for suppliers.

**SOUTH AFRICAN TOURISM**

Evaluation matrix where scales not provided.

| Rating       | Definition                                                                                                                                                                                                                                                                                                                                   | Score |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Excellent    | Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.                                                | 3     |
| Acceptable   | Satisfies the requirement with minor additional benefits, above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence. | 2     |
| Average      | Submission meets the minimum requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with little or no supporting evidence.                                                             | 1     |
| Unacceptable | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & quality measures required to provide the goods/services, with little or no supporting evidence.                                                     | 0     |

## BIDDER'S DISCLOSURE (SBD 4)

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

# REQUEST FOR QUOTATION

make the following statements that I certify to be true and complete in every respect:

**SOUTH AFRICAN TOURISM**

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

**SIGNATURE OF BIDDER:**.....

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

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

**DATE:**.....

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.