



SOUTH AFRICAN TOURISM

## PART A REQUEST FOR QUOTATIONS (RFQ)

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SA TOURISM)                                                                                                                                                                                                                                                              |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| RFQ NUMBER:                                                                                                                                                                                                                                                                                                                     | RFQ-SIA-17-25                                                                                                                                   | CLOSING DATE: | 4 DECEMBER 2025                                                                              | CLOSING TIME:                                            | 16:00 (SA TIME) |
| DESCRIPTION                                                                                                                                                                                                                                                                                                                     | REQUEST FOR A PROPOSAL FOR CONDUCTING A RESEARCH STUDY TO MEASURE THE NUMBER OF INTERNATIONAL AND REGIONAL BUSINESS EVENTS HELD IN SOUTH AFRICA |               |                                                                                              |                                                          |                 |
| BID RESPONSE DOCUMENTS MAY BE PROVIDED BY THE BELOW METHODS                                                                                                                                                                                                                                                                     |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| All proposals must be uploaded using the following <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> |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| CONTACT PERSON                                                                                                                                                                                                                                                                                                                  | Babazile Vilakazi                                                                                                                               |               |                                                                                              |                                                          |                 |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                | 0118953000                                                                                                                                      |               |                                                                                              |                                                          |                 |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                  | <a href="mailto:Quotes@southafrica.net">Quotes@southafrica.net</a>                                                                              |               |                                                                                              |                                                          |                 |
| SUPPLIER INFORMATION                                                                                                                                                                                                                                                                                                            |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| NAME OF BIDDER                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| POSTAL ADDRESS                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| STREET ADDRESS                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| TELEPHONE NUMBER                                                                                                                                                                                                                                                                                                                | CODE                                                                                                                                            |               | NUMBER                                                                                       |                                                          |                 |
| CELLPHONE NUMBER                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| E-MAIL ADDRESS                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| VAT REGISTRATION NUMBER (If applicable)                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |               |                                                                                              |                                                          |                 |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                                                                                                                      | TAX COMPLIANCE SYSTEM PIN:                                                                                                                      |               | OR                                                                                           | CENTRAL SUPPLIER DATABASE No:                            | MAAA            |
| ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                                                                                                                        |                                                                                                                                                 |               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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?<br>NO                                                                                                                                                                                                                                                                                 |                                                                                                                                                 |               |                                                                                              | <input type="checkbox"/> YES <input type="checkbox"/>    |                 |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?<br>NO                                                                                                                                                                                                                                                                |                                                                                                                                                 |               |                                                                                              | <input type="checkbox"/> YES <input type="checkbox"/>    |                 |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?<br>NO                                                                                                                                                                                                                                                                     |                                                                                                                                                 |               |                                                                                              | <input type="checkbox"/> YES <input type="checkbox"/>    |                 |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                                                                                                                       |                                                                                                                                                 |               |                                                                                              | <input type="checkbox"/> YES <input type="checkbox"/>    |                 |

NO

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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.

## 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT EMAIL ADDRESS. NO HAND DELIVERY MAY BE ACCEPTED. ALL COMPLETED DOCUMENTS SHOULD BE SENT TO THE CORRECT EMAIL ADDRESS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.



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- 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](http://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.

| <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 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

- 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 - EXEMPTED MICRO ENTERPRISE (EME) - OR QUALIFYING SMALL ENTERPRISE (QSE) - STILL VALID (FOR A PERIOD OF 12 MONTHS) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?                                                                                                                                              |     |    |
| <b>ANNEXURE C</b>                                                                                                           | IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?                                                                                                                                                                                                            |     |    |
| <b>ANNEXURE D</b>                                                                                                           | IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)                                                                                                                                                            |     |    |
| <b>ANNEXURE E</b>                                                                                                           | IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.                                                                                                                                                                          |     |    |
| <b>ANNEXURE F</b>                                                                                                           | IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A) ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.                                                                                                                                                            |     |    |
| <b>ANNEXURE G</b>                                                                                                           | IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE |     |    |

INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.

#### 4. APPLICATION OF PREFERENCE POINT SYSTEM

##### 4.1 DEFINITIONS

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

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

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

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

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

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

4.6 "BLACK PEOPLE" IS A GENERIC TERM WHICH MEANS AFRICANS, 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         | } Specific Goals (Maximum points) |
| 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.

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

#### 4.15 SPECIFIC GOALS

##### 4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

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.

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

[illegible]

|              |  |  |  |  |  |  |   |
|--------------|--|--|--|--|--|--|---|
|              |  |  |  |  |  |  | M |
|              |  |  |  |  |  |  |   |
|              |  |  |  |  |  |  |   |
| <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

TABLE D: SCOPE OF WORK

South African Tourism (SA Tourism) invites reputable and experienced research service providers with a good track record to submit proposals that demonstrate their capability to deliver services as required through the request for proposal.

South African Tourism Board (SA Tourism), on behalf of The South Africa National Convention Bureau (SANCB), wishes to conduct a study on international and regional meetings, incentives, conferences, and exhibitions (MICE) hosted in South Africa. The MICE market (also referred to as Business Events) forms an integral part of the tourism sector; it contributes significantly to a destination’s economy.

Business Events in the continent has made great strides, according to Allied Market research, Africa’s business events industry is projected to reach an estimated \$33.0 billion (R605 trillion) by 2028, in 2024 South Africa’s MICE industry was valued at \$8,5 billion (R156 billion) and is expected to reach \$15.2 billion (R278.6 billion) by 2028.

The meetings segment dominates Africa’s MICE market, holding 60.4% of the market share, followed by conventions (19.5%) and incentives (12.7%). The incentives market, which is experiencing the highest growth rate at 17.2%, reflects the growing trend toward rewarding employees and clients through immersive travel experiences. South Africa’s stronghold in the African MICE market is notable, with the country attracting 70.8% of its events from the international segment. Its leading sectors—information technology, agriculture, finance, and hospitality—ensure continued growth, even amid inflationary pressures. South Africa’s MICE industry is set to benefit from a projected CAGR of about 15.6% for both its international and domestic segments until 2028.

Having regard for the aforementioned SA Tourism, is hereby extending an invitation to your firm, as part of a competitive bidding process, to submit a cost proposal to conduct a research study to measure the business events hosted in South Africa between January 2025 to December 2025.

## Project scope and objectives

The study is designed to help SA Tourism track the performance of the business events sector in South Africa for the period January 2025 to December 2025. The focus of this study will be confined to international and regional (continent) business events hosted in the period as mentioned above. The exercise should also cover the economic impact of these events to the South African economy by showing the direct, indirect, and induced economic impact.

The results of this study will assist the organization in evaluating the competitiveness of South Africa as a business events destination and will also inform future studies in business events.

This study needs to provide answers and insights on:

## SOUTH AFRICAN TOURISM

1. The number of international and regional business events hosted in South Africa in the reference period
2. In what format and structure were these businesses hosted (In-person, hybrid, or virtual)
3. The number of delegates that attended these events (both in-person and virtual)
4. The value in Rand-terms that these events contributed to the South African economy
5. The geographical dispersion of these events, i.e., where they were held
6. The seasonality of the events, i.e., which months did the events take place in
7. Details on the events, i.e., the type of MICE event, the sector (medical, manufacturing, education, etc.)The economic impact of these business events to the South African Economy including multipliers employed to determine the economic impact of business events in South Africa (direct, indirect and induced impact)

The research will entail a combination of primary and secondary research encompassing mining relevant databases, conducting surveys of venues, professional conference organisers, exhibition organisers, destination management companies, and analysing reports, articles and commentary in various media channels (i.e. social media, press, etc.).

While the ideal situation would be to conduct a census of all industry members, this is not always possible. Therefore, the successful bidder is required to draw and design a sound and robust sample for the study. The sample is to be weighted back to represent the size of business events in South Africa.

The bidder must demonstrate:

- An understanding of the tourism sector and business events market is important
- An understanding of the hotel and convention/ exhibition industry
- Strong knowledge of tourism and business events trends
- Experience with data collection for complex national studies.
- Demonstrate prior experience conducting similar studies, highlighting your ability to collect data effectively from conference venues, and provide evidence that your data collection tool is reliable, and user-friendly.

### Project considerations

The successful bidder will be provided with:

- A database with establishments and PCOs (Professional Conference Coordinators will be provided)
- A database with events that have taken place in South Africa will be provided, bidder will be expected to clean the database

Furthermore, SAT may provide successful bidder with:

- Questionnaires used in past studies
- Reports from previous studies

The successful bidder is, required to have a verification measure that the business event did take place as well as; verification measures on number of delegates having attended each meeting. The successful bidder is required to propose a sound and robust method of verifying the information provided by respondents to the survey. Bidder may consider best practices by other destinations, in light of personal information protection regulations.

### Project deliverables

- A detailed report responding to the project objectives
- Questionnaires used in the study
- Databases developed during the study
- Project documentation, including fully documented metadata

### Format of proposals

Please be advised that proposals should be comprehensive, written in plain English, and simply presented in the same order. Please ensure to answer all the steps and criteria provided as part of the evaluation.

| Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Weight |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p>Criterion 1:</p> <ul style="list-style-type: none"> <li>The service provider must provide three (3) contactable client references where its services can be verified. References should be presented in the form of a written letter on official client letterhead from clients who have received market research services stating clearly what work was done for them</li> <li>The Services provider should not be older than five (5) years from the closing date of this RFP. No appointment letters from clients will be accepted as reference letters</li> </ul> <p>If bidder provides three (3) reference letters, and they are within the stipulated five - year period, on a client letterhead, clearly stating the nature of market research work done - 3</p> <p>If bidder provides two (2) reference letters, and they are within the stipulated five - year period, on a client letterhead, clearly stating the nature of market research work done - 2</p> <p>If bidder provides one (1) reference letter, and they are within the stipulated five - year period, on a client letterhead, clearly stating the nature of market research work done - 1</p> <p>Non-scoring (0 point)</p> <p>If you provided reference letters, but they are not within the 5 years AND/OR not on a client letterhead, AND/OR not clearly stating the nature of market research work done or Irrelevant experience provided</p> <p>Reference letters older than 5 years</p> | 10     |
| <p>Criterion 2: Research Design</p> <ul style="list-style-type: none"> <li>Provide a comprehensive application of the research design and demonstrate understanding of the business goal/problem to include research methodology, data collection, and sampling and motivate why the proposed research design is the best in answering the business problem</li> <li>The service provider should demonstrate that they have considered possible limitations to the study and advise how to mitigate possible limitations</li> <li>Proposal to include output examples reflecting the study objectives (also included output examples of economic multipliers that will be used and that are best suitable)</li> </ul> <p>Points will be allocated according to the following;</p> <ul style="list-style-type: none"> <li>If bidder demonstrates understanding of the research problem;</li> <li>If bidder outlines objectives and states how the objectives will be answered through this research</li> <li>If bidder includes possible limitations and mitigants of the study</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | 40     |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>If all three are met (3 points)</p> <p>If only two of these are met (2 points)</p> <p>If only one of these are met (1 point)</p> <p>Non scoring (0)</p> <p>If only none of these are met (0 point)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SOUTH AFRICAN TOURISM |
| <p>Criterion 3: Infrastructure and capacity</p> <ul style="list-style-type: none"> <li>Bidder should demonstrate the software that will be used to process data (which data collection/survey tool is the organization using- mention name, and mention if organization has a designated survey design personnel/s with experience in survey design or software development, or related fields); with full backend support (may include pictures of the tool or link)</li> <li>Bidder is to clearly state how they control for e.g. data irregularities, compromised data, and cleaning of data</li> </ul> <p>Points will be allocated according to the following;</p> <ul style="list-style-type: none"> <li>If bidder demonstrates how they control for e.g. data irregularities, compromised data, and cleaning of data</li> <li>If bidder demonstrate the software that will be used to process data (which data collection/survey tool is the organization using; mention name of tool</li> <li>If bidder has a designated survey design personnel/s) with experience in survey design or software development, or related fields</li> </ul> <p>If all three of the points stipulated/mentioned above are met (3 points)</p> <p>If only two of these are met (2 points)</p> <p>If only one of these are met (1 point)</p> <p>Non scoring (0)</p> <p>If none of these are met (0 point)</p> | 15                    |
| <p>Criterion 4: Proposed project team that will be assigned to the project and their experience.</p> <p>Research Project leader should also have at least 10 years of experience in research and; (clearly state years of research experience, when</p> <ul style="list-style-type: none"> <li>10+ years of research experience, (3 points)</li> <li>7 - 9 years of research experience (2 points)</li> <li>5 - 6 years of research experience (1 point)</li> <li>Less than 5 years of research experience (0 points)</li> <li>No info given in line with the above requirements (0 Points)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15                    |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|
| <p>Criterion 5: Proposed project team that will be assigned to the project and their experience</p> <p>The bidding company should allocate to the project a minimum of two (2) support team members and Support team members will be evaluated according to the collective years of experience:</p> <ul style="list-style-type: none"> <li>• 15+ years of collective experience (3 points)</li> <li>• 11 - 14 years of collective experience (2 points)</li> <li>• 8 - 10 years of collective experience (1 point)</li> <li>• Less than 8 years of collective experience (0 points)</li> <li>• No info given in line with the above requirements (0 Points)</li> </ul> <p>(The number of years/experience should be clearly stated in the proposal)</p>                                                                  | <p><b>SOUTH AFRICAN TOURISM</b></p> |  |
| <p>Criterion 6:</p> <p>Provide a detailed project implementation plan with timelines from inception to completion.</p> <p>The Project implementation plan may mention timeframe, actual dates are not required, bidder to mention how many status/check in sessions will be scheduled during the fieldwork period</p> <p>If timelines are (i) realistic timeframe, (ii) status /check in sessions are stipulated and (iii) dependencies/expected outputs such as approval, feedback time by client/SAT (3 points)</p> <p>If only two of these are met (2 points)</p> <p>If only one of these are met (1 point)</p> <p>Non scoring (0)</p> <p>If timelines are not provided</p> <p>If timelines are not detailed/or no timeframe is given</p> <p>If timelines seem unrealistic such as being too lengthy or too short</p> | <p>5</p>                            |  |
| <p><b>TOTAL POINTS FOR FUNCTIONALITY</b></p> <p>A threshold of 70% is applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>100</p>                          |  |

**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<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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
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|           |                 |                           |

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:

.....

<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.

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

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

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

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

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

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

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

**DATE:**.....

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