



Economic Development & Tourism

Department:
Economic Development & Tourism
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID: DEDaT 0001/2021

THE APPOINTMENT OF TRAVEL MANAGEMENT COMPANY(IES), TMC(S) TO RENDER TRAVEL, ACCOMMODATION, CONFERENCE, VENUE AND CAR HIRE MANAGEMENT SERVICES FOR 36 MONTHS.

ELIGIBILITY	:	Experienced TMC(S) to render travel, accommodation, conference and venue hire management services to the Department of Economic Development and Tourism
DUTY STATION	:	Head Quarters, Kimberley Post Office, South Africa.
CONTRACT PERIOD	:	To be concluded in the service level agreement
REPORT TO	:	To be determined in the Service Level Agreement
APPOINTED BY	:	Department of Economic Development and Tourism, Northern Cape Provincial Government, South Africa.

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TERMS OF REFERENCE

1. INTRODUCTION / BACKGROUND

The Northern Cape Department of Economic Development and Tourism (NC-DEDaT) has a need to appoint experienced service provider(s) to render travel, accommodation, conference and venue hire management services. The services required include the provision of:

- 1.1. Air Travel (Domestic and International).
- 1.2. Car Rental (Domestic and International).
- 1.3. Booking of shuttle services (including the Gautrain, buses).
- 1.4. Accommodation (Domestic and International).
- 1.5. Conferencing, venue and related facilities that may be required.

2. PROJECT OBJECTIVE/PURPOSE

The objective of the bid is to appoint a service provider(s) for the supply of comprehensive travel, accommodation, conference and venue hire management services for all Departmental officials for business/official purposes.

The successful TMC(S) that qualify will commit to the following:

- 2.1. Will be expected to ensure that the most cost effective and practical means of travel and accommodation issued at all times based on Department of Economic Development and Tourism policies.
- 2.2. Maintain a high level of traveler satisfaction in accordance with the service level.
- 2.3. Achieve cost savings without the degradation in the services.
- 2.4. Provide management information as may needed.
- 2.5. Make reservations in accordance with the departmental travel policy and legislation.
- 2.6. Provide support to manage traveler risks.

3. PROJECT SCOPE OF WORK

The travel management services will include but not limited to the following:

3.1. GENERAL

- 3.1.1. The contracted services will be provided to all traveller's travelling on behalf of government. This will include employees and contractors, consultants and clients where the agreement is that government is responsible for the arrangement and cost of travel.
- 3.1.2. Government has implemented a formal travel policy that is enforced by all departments and adhered to by all travellers.
- 3.1.3. The TMC(S) will make reservations in line with the travel policy

- 3.1.4. The TMC(S) must ensure that the final selection of flights, hotels and other services is authorized prior to the issuing of air tickets, vouchers and other travel documentation.
- 3.1.5. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the travel management company's account.
- 3.1.6. The TMC(S) will create traveller profiles for all travellers and ensure that the information is updated.
- 3.1.7. The TMC(S) will assist to manage the third-party service providers by addressing service failures and complaints against these service providers.
- 3.1.8. Arrange travel insurance for all flights.

3.2. RESERVATIONS

- 3.2.1. The TMC(S) will always endeavour to make the most cost-effective travel arrangements while taking the convenience of the traveller into consideration.
- 3.2.2. The TMC(S) must have a full understating of all the destinations and routings to be able to advise the traveler of alternative plans that are more cost effective and more convenient where necessary.
- 3.2.3. The TMC(S) will book the negotiated discount fares and rates where possible.
- 3.2.4. The TMC(S) will respond timely and process all requests, changes and cancellations timeously and accurately.
- 3.2.5. The TMC(S) will advise the traveler of all visa and inoculation requirements well in advance.
- 3.2.6. The TMC(S) will assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- 3.2.7. The TMC(S) must also facilitate any reservations that are not bookable on the global distribution system (GDS).

3.3. AIR TRAVEL

- 3.3.1. The TMC(S) must be able to book full-service airlines as well as low-cost carriers.
- 3.3.2. The TMC(S) must also assist with the booking of charters on ad hoc basis. This will include the booking of chartered services for VIPs utilizing the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.
- 3.3.3. The TMC(S) will be responsible for the tracking and management of unused tickets.

3.4. ACCOMMODATION

The TMC(S) will obtain quotes within the maximum allowable rate matrix as per the instruction of the National Treasury.

3.5. CAR RENTAL AND SHUTTLE SERVICESS

- 3.5.1. The TMC(S) will book the approved category vehicle in accordance with the travel policy with the appointed car rental service provider from the closest rental location.
- 3.5.2. The travel consultant should advise the traveler on the best time and location fo collection and return considering the travelers specific requirements.

3.5.3. For international travel the TMC(S) will offer alternative ground transportation to the traveler that include rail, buses and transfers. If car rental is the best option, the category of vehicle will be similar to what is permitted for domestic travel.

3.5.4. The TMC(S) will book transfers in line with the travel policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

3.5.5. The travel agent must provide petrol cards for the hire of the car.

3.6. AFTER HOURS AND EMERGENCY SERVICES

3.6.1. A consultant or team of consultants should be available to assist travelers with after hours and emergency reservations and changes to travel plans with no additional charge.

3.6.2. A dedicated consultant/s must be available to assist VIP travelers with after hour or emergency Reservations.

3.6.3. After hours services must be provided from Monday to Friday outside the official hours and twenty-four (24) Hours on weekends and public holidays.

3.7. COMMUNICATION

3.7.1. The TMC(S) must establish communication with all stakeholders that include the traveler, travel bookers, service providers and the government financial departments.

3.7.2. The TMC(S) can be requested to conduct workshops and training sessions for travelers and travel Bookers.

3.7.3. All enquiries must be investigated and prompt feedback be provided in accordance with the service level agreement agreed to by the individual government organization and the TMC(S).

3.8. FINANCIAL MANAGEMENT

3.8.1. The TMC(S) must implement the rates negotiated by National treasury.

3.8.2. The TMC(S) will be responsible to manage to manage the service provider's account. This will include the timely receipt of invoice to be presented to government for payment within the agreed time period.

3.8.3. Cost savings must be achieved and this must be reported and proof provided during monthly and quarterly reviews.

3.8.4. The TMC(S) will be required to offer a 30-day bill back account facility to accommodation establishments and ground transportation service providers that are utilized by the travelers.

3.8.5. The prepayments required by certain establishments will be processed by the TMC(S). These prepayments are often requested at last minute for same day bookings.

3.8.6. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to the DEDaT financial department on the agreed time period i.e. weekly. This includes attaching the travel authorization or purchase order and other supporting documentation to the invoices reflected on the service provider bill-back report or the credit card statement.

3.9. ACCOUNT MANAGEMENT

- 3.9.1. The TMC(S) must ideally appoint an account or business manager that is ultimately responsible for the management of the account.
- 3.9.2. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC(S) and other travel service providers.

3.10. VALUE ADDED SERVICES

The TMC(S) must also provide the following value-added services;

3.10.1. Destination information for regional and international destinations:

- 3.10.1.1. Health warnings.
- 3.10.1.2. Weather forecast.
- 3.10.1.3. Places of interest.
- 3.10.1.4. Visa information.
- 3.10.1.5. Travel alerts.
- 3.10.1.6. Location of hotels and restaurants.
- 3.10.1.7. Information including the cost of public transport.
- 3.10.1.8. Rules and procedures of the airports.
- 3.10.1.9. Business etiquette specific to the country and Airline baggage policy

- 3.10.2. Supplier updates.
- 3.10.3. Electronic voucher retrieval via web and smart phone.
- 3.10.4. SMS notification for travel confirmations.
- 3.10.5. Travel audits.
- 3.10.6. Global travel risk management.
- 3.10.7. VIP services for executive that include check in point etc.

3.11. COST MANAGEMENT

- 3.11.1. The travel policy is establishing a basis for a cost savings culture throughout all government Departments.
- 3.11.2. It is the obligation of the traveller and the authorizing official to ensure that the most cost-effective option is selected at all times.
- 3.11.3. The TMC(S) should have an in-depth knowledge of the service provider products to be able to provide the best option and alternatives that are in accordance with the travel policy to ensure that the traveller reaches his/her destination safely in reasonable comfort with minimum disruption, cost effectiveness and in time to carry out his/her business.

4. POLICY REGULATORY AND LEGISLATIVE FRAMEWORK

All regulations, policies, acts, frameworks, procedures and any tort of law applicable must be adhered to and in full compliance. They are listed below:

- Public Financial Management Act (Act 1 of 1999).
- Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000): and Preferential Procurement Regulations, 2011.
- National Environmental Management Act (NEMA) 1998 (Act 107 of 1998);
- National Industrial Participation Programme (Local Content);
- Prevention and Combating of Corrupt Activities Act (PCCAA) 2004 (Act 12 of 2004);
- Supply Chain Management Practice Notes and Circulars;
- Broad-Based Black Economic Empowerment Act (BBBEEA) 2003 (Act 53 of 2003);
- Competition Act (CA) 1998 (Act 89 of 1998);
- Foreign Corrupt Practices Act, 2004.

5. REQUEST FOR BID TERMS AND CONDITIONS

The following guidelines are provided to assist a Bidder in completing a response:

- 5.1. The bid should be written in simple tense English for easy understanding and perusal.
- 5.2. Over and above all conditions stipulated by the Provincial Supply Chain Management, Bidders are advised to familiarize themselves with the following policy document:
 - 5.2.1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the PREFERENTIAL PROCUREMENT REGULATIONS, 2011. (PPPFA,2011).
- 5.3. The terms and conditions specified in this bid must be read in conjunction with the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the PREFERENTIAL PROCUREMENT REGULATIONS, 2011 obtainable at <http://www.parliament.gov.za> and which forms an integral part of this bid. Prospective service providers will be well advised to also familiarize themselves with the contents of the Act.
- 5.4. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the Bidder. All supporting documentation submitted with the proposal will become the property of the NC-DEDT unless otherwise requested by the Bidder.
- 5.5. All information, supporting materials and other documentation submitted with a bid will become the property of the NC-DEDT.
- 5.6. Bids do not commit NC-DEDT to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of partner bids that may result from negotiations.
- 5.7. All prices must be South Africa Rand (ZAR), including VAT. All prices must be valid for 120 days from date of submission.
- 5.8. NC-DEDT shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFB. The preparation of response will be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.

- 5.9. All travelling expenses between NC-DEDaT and the Service Provider are to the Service Provider's account.
- 5.10. All invoices shall only become payable within 30 days upon receipt of an invoice by NC-DEDaT.
- 5.11. No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.
- 5.12. Responses received after the specified due date and time will not be accepted under any circumstances.
- 5.13. The lowest or only bid would not necessarily have to be accepted by the NC-DEDaT and as such, the NC-DEDaT reserves the right to accept any or no bid at all.
- 5.14. The NC-DEDaT reserves the right and prerogative to appoint more than one service provider
- 5.15. The NC-DEDaT reserves the right to enter into negotiations with Bidders (who have been short-listed) under the conventions embodied in the principles of "Best And Final Offer" (BAFO).
- 5.16. Instructions to the Bidder on what needs to be included in the proposal or bid and indicating the failure to which non-compliance will be dealt with as well as how any dispute or grievances are to be dealt with are indicated in the bid documents. The terms of the general condition of contract (GCC) forms the general basis of the contract which will be further espoused in the special condition of contract (SCC) in the form of a service level agreement (SLA).
- 5.17. However, the successful service provider must employ 100% northern cape base employees.
- 5.18. After the closure of the bid the Supply Chain Management Unit (SCM) will open the proposal and draft a long list of all responsive service providers. Thereafter service providers who are non-responsive and do not meet the prequalification criteria per the terms of this bid will be disqualified.
- 5.19. Non-compliance with industry standards will result in the Bidder being disqualified.
- 5.20. Site visit - The offices of bidders within the northern cape will be visited after closing of tender**

6. REQUEST FOR BID REQUIREMENTS

Companies responding to this bid are required to submit the following information:

- 6.1. A Proposal which will be evaluated as per the requirements of the project scope and competence should not be more than 20 A4 pages. The following will be the minimum requirements that must be disclosed in the bid/proposal.
 - 6.1.1. General background.
 - 6.1.2. The name and contact details (telephone and/or mobile, fax, email, and postal address) of the project leader (on the front cover of the proposal).
 - 6.1.3. Particulars of project team members who will be involved in the project on an on-going basis (including qualifications and experience -CV's to be included)) and a breakdown of race, gender and disability.
 - 6.1.4. The name of company, business addresses and contact details.
 - 6.1.5. Overview of the organisation's capabilities and experience, i.e. Credentials
 - 6.1.6. How long have you been in business?
 - 6.1.7. What is your company's core business, and how long has this been your core business?

- 6.1.8. What is the total complement of your staff, and what is the statistical breakdown in terms of gender and previously disadvantaged individuals?
- 6.1.9. What is the complement of your management and technical staff, and what is the numerical breakdown in terms of gender and previously disadvantaged individuals?
- 6.1.10. Provide details of your clients in South Africa who make use of products and services similar to the ones you offer in this bid, including names, contact persons and the nature of the services.
- 6.1.11. Any other additional information to strengthen your bid/proposal will be considered.
- 6.2. The taxes of the successful Bidder must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. This information must be clearly updated on the CSD.
- 6.3. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must have a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any South Africa Revenue Services Office. International companies are to make arrangements with South African Revenue Services for a Tax Clearance certificate.
- 6.4. In the event of a consortium, details of roles and responsibilities of each party are to be provided and the overall management structure of the consortium and business model thereof.
- 6.5. The Standard bidding documents to be completed SBD 3.1, 4, 6.1, 8 and 9 must be completed in full and the signed declaration forms must be attached to the bid.

Table 1. Standard Bidding document

SBD 3.1	Pricing schedule – firm prices
SBD 4	Declaration of interest
SBD 6.1	Preference points claim
SBD 8	Declaration of Bidders past SCM practices
SBD 9	Certificate of independent bid determination

7. BID FORMAT

Bids must be submitted in the following format:

- 7.1. A proposal which will be evaluated as outlined in these terms of reference must be fully compliant to all aspects of the requirements of the bid.
- 7.2. Official Bid Forms received from NC-DEDaT.

8. EVALUATION PROCESS

The evaluation process will comprise the following phases:

Table 2. Evaluation process

Phase I	Phase II	Phase III

Mandatory requirements	Functionality	Recommendation and appointment
Compliance to mandatory bid requirement (Failure to comply will invalidate the bid).	Bids will be evaluated in terms of functionality (Failure to qualify will to no further evaluation of the bid).	Recommendation from the evaluation and adjudication committees for appointment.

8.1. Phase I: Mandatory Requirements

The appointment of the successful Bidders will be based on the mandatory compliance as prequalification. During this phase Bidder's response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and Bidders who fail to comply with all mandatory criteria will be disqualified. It is a requirement that bidders must comply with Broad Based Black Economic Empowerment Act by submitting BBBEE certificate to meet our procurement objective criteria as indicated in the terms of reference. **In bids where Consortia / Joint Ventures / are submitted a combined BBBEE certificate must be submitted. This bid is limited to bidders who are Exempted Micro Enterprise (EME's) or Qualifying Small Enterprise (QSE) with a minimum of 51% black ownership. This and other criteria stipulated in this tender are aimed at achieving the procurement target of the Department towards the designated groups of women, youth and disability.**

8.1.1.Registration on central supplier database (CSD)

The travel management company (TMC(S) must be registered as a service provider on the Centralized Supplier Database. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database is updated and valid. Attach a copy of the CSD registration Report.

8.1.2. 30-day credit facility/bank guarantee

The Bidder must be able to offer a 30-day credit facility to government travel suppliers.

Questionnaire

8.1.2.1. Do you have a credit facility/bank guarantee to facilitate a 30-day bill back facility?

Yes/No:.....

If No, please provide proof how you will meet and comply with section 8.1.2.1

8.1.2.2. What is the value of the bank guarantee/credit facility?

8.1.2.3. Provide a copy of the bank guarantee/Credit facility. Failure to comply will invalidate the bid

8.1.3. Adherence to International Air Transport Association (IATA) Regulations

Bidders are required to adhere to the IATA regulations.

8.1.3.1. Do you have a valid IATA Certificate? Indicate Yes/No:.....

8.1.3.2. Provide the number and a certified copy of the certificate.

8.1.3.3. If you do not have an IATA Certificate, do you ticket through a third party?

8.1.3.4. If yes, who is the third party and expand on the relationship that you have with the third party

8.1.3.5. Provide a certified copy of the IATA certificate of your company or that of the third party

8.2. Phase II

8.2.1. Functionality/ technical proposal qualification – 100 points

The criteria below will be utilized to evaluate the scope of work. Please note that all information submitted will be verified and if incorrect information is submitted, the bidder will be disqualified and reported to National Treasury to be blacklisted.

Table 3. Technical assessment

TECHNICAL ASSESSMENT – 100 POINTS			
CRITERIA	RATE	WEIGHT	TOTAL
1. Proven experience in scope of work		10	
2. Financial capability		10	
3. Human Resource Capabilities		10	
4. Identified presence or office within the Northern cape			
a. Proof of municipal account (3months statement) of the business in Northern Cape.		15	
b. Proof of official functioning office of the business in Northern Cape on CSD.		10	
c. Verifiable clients within the Northern cape		10	
d. Ownership indicating the following on CSD with a minimum of 30% women, 30% youth and 1% disabilities.			
i. Minimum 30% ownership by women		10	
ii. Minimum 30% ownership by youth		10	
iii. Minimum 1% ownership by disabilities		5	
5. Demonstration of methodology to achieve project scope		10	
Total		100	

The minimum qualifying threshold for functionality is 65%. Only Bidders who qualified on functionality will be evaluated further in phase III.

Below is the detail breakdown of the evaluation criteria to measure the technical proposal

1) Proven experience in the scope of work or similar work done. Verifiable referrals and/or contract

Table 4. Evaluation criteria for experience

Criteria	Rating
0 Year	0
≤1 Year	1
2 Years	2
3 Years	3
4 Years	4
≥5 Years	5

2) Financial capability

Table 5. Evaluation criteria for financial capability

Criteria	Rating
R 0	0
R 1-10 000	1
R 10 001 – R30 000	2
R 30 001 – R 500 000	3
R 500 001 – R 1 000 000	4
≥ R1 million	5

- The bidder must submit proof of bank statement indicating sufficient cash flow, and a letter from the bank indicating availability of credit facility in relation to table 5 or
- Optionally, can comply with public interest score regulation in terms of financial reporting compliance

3) Human Resource

The following are the minimum requirements;

1. Organisational structure indicating number of employees.
2. The company must have a comprehensive Human Resource Policy.
3. Proper recruitment strategy.
4. Qualified admin staff
5. Supervisor
6. Training and development strategy or policy.

Table 6. Evaluation criteria for Human Resource capability

Criteria	Indicator	Rating
0 %	Did not meet the minimum requirements. Non compliance	0
20 %	Satisfied one (1) 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
40 %	Satisfied two (2) of the requirements with major reservations. Some major 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.	2

60 %	Satisfied five (3) of the requirements. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence with minor reservations.	3
80 %	Satisfied seven (4) of the requirements with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
100%	Satisfied and exceeds five (5) of the requirements. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

4) Identified presence or functioning office within the Northern Cape

- a. Proof of municipal account (3months statement) of the business in Northern Cape

Table 7. Evaluation criteria for proof of municipal account

Indicator	Rating
Outside Northern Cape	1
In Northern Cape	5

- b. Proof of official functioning office of the business in Northern Cape.

Table 8. Evaluation criteria for official functioning office in Northern Cape

Indicator	Rating
Outside Northern Cape	1
In Northern Cape	5

- c. Verifiable clients within the Northern Cape.

Table 9. Proof of verifiable clients within Northern Cape

Indicator	Rating
Did not submit any client or contract or contact details. Non compliance	0
Submitted one (1) client or contract without contact details	1
Submitted two (2) clients or contracts with contact details	2
Submitted three (3) clients or contracts with contact details	3
Submitted four (4) clients or contracts with contact details	4
Submitted more than five (5) clients or contracts with contact details	5

- d. Ownership indicating the following on CSD with a minimum of 30% women, 30% youth and 1% disabilities.

- a. Minimum 30% ownership by women

Table 10. Evaluation criteria for women

Indicator	Rating
Non-Compliant	0
Less than 30%	3
Greater than 30%	5

- b. Minimum 30% ownership by youth

Table 11. Evaluation criteria for youth

Indicator	Rating
Non-Compliant	0
Less than 30%	3
Greater than 30%	5

- c. Minimum 1% ownership by disabilities

Table 12. Evaluation criteria for disabilities

Indicator	Rating
Non-Compliant	0
Less than 1%	3
Greater than 1%	5

5) Demonstration of methodology to achieve project scope

The bidder must provide a comprehensive response to achieve project scope with an outlined project methodology to cover:

1. Financial management.
2. Service delivery.
3. Customer satisfaction.
4. Cost management.
5. An effective, efficient and economical 24-hour travel and accommodation management services per section.
6. Risk management process for travelers i.e. risk assessment, mitigation strategies and business continuity.
7. Mitigation plan for the risk identified or threats anticipated.
8. Health regulations and compliance thereof before and during travel.

Table 13. Evaluation criteria for methodology

Criteria	Description	Rating
0 %	Does not satisfy the minimum requirements. Non compliance	0
20 %	Satisfies the 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
40 %	Satisfies the requirement with major reservations. Some major 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.	2
60 %	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
80 %	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
100%	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

8.3. Phase III

Bidder(s) who qualified on functionality will then be evaluated further and recommendations made.

9. DEFINITIONS

ACCOMMODATION means the rental of lodging facilities while away from one's place of abode, but on authorized official duty

AFTER HOUR SERVICE refers to an enquiry or travel request that is actioned after normal working hours

AIR TRAVEL means travel by airline on authorized official business

AUTHORIZING OFFICIAL means the employee who has been appointed to authorize travel in respect of travel requests and expenses

CAR RENTAL means the rental of a vehicle for short period of time by the traveler for official purposes.

DOMESTIC TRAVEL means travel within the borders of the Republic of South Africa.

EMERGENCY SERVICE means the booking of travel when unforeseen circumstance necessitates an unplanned trip or diversion from original planned trip at no extra cost.

INTERNATIONAL TRAVEL refers to travel outside the borders of the republic of South Africa

MANAGEMENT/SERVICE FEE is the negotiated fee payable to the travel management company (TMC) in for the delivery of travel management services.

QUALITY MANAGEMENT system means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

SERVICE LEVEL AGREEMENT is a contract between the travel management company (TMC) and the department of Economic Development and Tourism.

SHUTTLE SERVICE means the service offered to transfer a traveler from one point to another, for example from place of work to the airport

THIRD PARTY FEES means fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees, after hours and courier fees

TRAVELER refers to a government official, consultant or contractor travelling on official business on behalf of government.

TRAVEL AUTHORIZATION is the official form utilized by government reflecting the detail and order number of the trip that is approved by the relevant authorizing official.

TRAVEL BOOKER is the person coordinating travel reservation with the travel management company consultant on behalf of the traveler.

TRAVEL MANAGEMENT COMPANY or TMC refers to the company contracted to provide travel management services (travel agents)

TRAVEL VOUCHER means the document issued by the travel management company to confirm the reservation and/or payment of specific travel arrangements.

VALUE ADDED SERVICES are services that enhance or complement the general travel management services e.g. travel advisories

VIP OR EXECUTIVE SERVICES means the specialized and personalized travel management to selected employees of government by a dedicated consultant to ensure a seamless travel experience

10. CONTRACTUAL AGREEMENT

The successful Bidder will be required to enter into a formal contract with NC-DEDaT that shall be based on this bid specification, the accepted bid, and the letter of acceptance. The contractual agreement may be extended by mutual agreement between the successful service provider and NC-DEDaT

The contract or any part thereof shall not be subcontracted by the Bidder to any other party without the prior written consent after the bid has been awarded. In the event of any sub-contracting, the Bidder shall bear full responsibility for the quality of work carried out by a sub-contractor.

The Bidder shall not, after the bid has been awarded, assign nor cede the contract or any part thereof or any interest therein to any other party without the prior written consent.

Variations and amendments to the contract shall be valid only if they are done in writing and by mutual consent. Any contract between the Offices of NC-DEDAT and the successful Bidder shall be governed by the laws of the Republic of South Africa.

The pricing for the tender will be based on 12% for domestic service fees and 17% for international service fees.

11. COLLECTION AND SUBMISSION OF BIDS

- 11.1. Bidders must complete the forms contain herein and submit to the department of Economic Development and Tourism by the closing date and time of the bid.
- 11.2. The bid must be addressed to the Head of Department sealed with the name and address of the Bidder, the bid number and the closing date must be endorsed
- 11.3. Bidders are requested to initial each page of the tender document on the top right-hand corner
- 11.4. Bids must be submitted on the address provided for submission on or before the closing date and time
 - 11.4.1. Closing date – 13 August 2021
 - 11.4.2. Closing time – 11 H 00
- 11.5. Bid documents must be deposited in the bid box situated at Ground Floor, MetLife Towers, Corner Knight and Stead Street, Kimberley 8300
- 11.6. **Website:** <http://www.northern-cape.gov.za/dedat/>
- 11.7. Eportal - <https://www.etenders.gov.za/Home>
- 11.8. **SPECIFICATIONS / TECHNICAL CONTACT DETAILS:**
 - 11.8.1. Mr T. Raboikanyo : Tel - 053 839 4047
 - 11.8.2. Mr B. Awuah : Tel – 053 839 4056

12. LATE BIDS

Bids received after the closing date and time at the address indicated in the bid documents will not be accepted for consideration and where practicable be returned unopened to the Bidder.

13. FRONTING

- 13.1. Government supports the spirit of broad based black economic empowerment and recognizes that real can only be achieved through individuals and businesses conducting themselves in

accordance with the constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Economic development and Tourism condemn any form of fronting.

- 13.2. The government in ensuring that Bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the Department of trade and industry, be established during such enquiry/investigation, the onus will be on the Bidder/contractor to conduct to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the Bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department of Economic Development and Tourism may have against the Bidder/contractor concerned.

14. SUPPLIER DUE DILIGENCE

The Government reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period.

15. COMMUNICATION AND CONFIDENTIALITY

- 15.1. The Department of Economic Development and Tourism may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract or to extend the validity period of the bid if necessary.
- 15.2. No communication to any Government Official or a person acting in an advisory capacity for DEDaT in respect of this bid between the closing date and the award of the bid by the Bidder must cease.
- 15.3. All communication between the Bidder and the Department of Economic Development and Tourism (DEDaT) must be done in writing.
- 15.4. Whilst all due care has been taken in connection with the preparation of this RFP, the DEDaT makes no representations or warranties that the content of this RFP or any information communicated to or provided to Bidders during the bidding process is or will not be liable with respect to any information communicated which is not accurate, current or complete.
- 15.5. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DEDaT, the Bidder must promptly notify the DEDaT in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DEDaT an opportunity to consider what corrective action is necessary (if any).
- 15.6. Any actual discrepancy, ambiguity, error inconsistency in this RFB or any other information provided by the DEDaT will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

- 15.7. All persons (including Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the tendering process must keep the contents of the RFP and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.
- 15.8. The Department reserves the right to appoint one or more bidders or not to appoint any bidder in regards to this tender.

16. REPORT

Proofs where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury will be provided in a report.

The report will also include;

- Reconciliation of commissions/rebates or any volume driven incentives
- Creditor's ageing report
- Creditor's summary payments
- No show report
- Cancellation report
- Monthly Bank Settlement Plan (BSP) Report
- Receipt delivery report/instant notification
- Refund Log, open voucher report, and
- Open Age Invoice Analysis.

17. DOCUMENTS

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DEDaT 0001/2021	CLOSING DATE:	13 AUGUST 2021	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF TRAVEL MANAGEMENT COMPANY(IES), TMC(S) TO RENDER TRAVEL, ACCOMMODATION, CONFERENCE, VENUE AND CAR HIRE MANAGEMENT SERVICES FOR 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GROUND FLOOR(ENTRANCE)					
METLIFE TOWERS					
MARKET SQUARE					

KIMBERLEY					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR B. AWUAH		CONTACT PERSON	MR T. RABOIKANYO	
TELEPHONE NUMBER	053 839 4056		TELEPHONE NUMBER	053 839 4047	
FACSIMILE NUMBER	053 831 3668		FACSIMILE NUMBER	053 831 3668	
E-MAIL ADDRESS	BassanioA@ncpg.gov.za		E-MAIL ADDRESS	TRaboikanyo@ncpg.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO			<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO			<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO			<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO			<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO			<input type="checkbox"/>
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

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

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

DATE:

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
NO.			** (ALL APPLICABLE TAXES INCLUDED)

- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

.....

2.5	Tax	Reference	Number:
		

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7	Are you or any person connected with the bidder presently employed by the state?	YES / NO
-----	--	----------

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between

any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....n/a.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
---	------------	------------

√

√

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
---	--

SBD 8**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - i. has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 **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.**

10. 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.

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Signature

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Date

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Position

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Name of Bidder