



Visit • Work • Play

Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Reg. No. 2003/009873/08

Sandton Library Offices
Nelson Mandela Square
West Street, Sandton
Johannesburg
South Africa

P.O Box 7776
Johannesburg
South Africa
2000

Tel +27 11 779 0200
www.joburgtourism.com

REQUEST FOR QUOTATION

RFQ NUMBER	JTC0030/2023-24
DESCRIPTION: REQUEST FOR QUOTATIONS FROM QUALIFIED, REGISTERED AND QUALIFIED SERVICE PROVIDERS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR FOUR DIFFERENT TOURS (PROJECT A TO D) FOR THE MONTH OF JUNE 2024.	

Date of advertisement:	31 May 2024
Closing date:	07 June 2024
Closing time:	10H00
Compulsory requirements	Bidders are required to ensure all the below are adhered to: - Valid Road Transportation Permit (also known as a Public Operating License) for each vehicle - Drivers' valid PDP for vehicle carrying 12 or more passengers. The drivers must have the correct license vehicle class in use - Accreditations for Tourist Guide for any guiding/guided tours
Compulsory briefing meeting date (if applicable)	N/A
Quotations <u>MUST be physically deposited in the TENDER box at:</u> 4th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY



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		Quotations will be opened at the latter address at the time indicated and no late submissions will be received.
Procurement Enquiries	sphiwem@JoburgTourism.com	Tel: (011) 779 0200
Technical Enquiries	Dumisanis@joburgtourism.com	Tel: (011) 021 7422

ENTITY DETAILS

Entity Type	Private	Partnership	Close Corporation		Sole Proprietor
	Other (Specify)				
Entity Name		Legal Name:			
		Trading as:			
Entity Registration Number					
City of Johannesburg/ JTC Vendor Registration Number (if already have)					
National Treasury Central Supplier Database number: (Compulsory)					
Entity Street Address					
				Postal Code:	
Contact Details of the Person Representing the Entity	Name	:			
	Telephone:	:			
	Cell phone:	:			
	E-mail address	:			
Income Tax Number					
VAT Reference Number (if applicable)					

SCHEDULE OF PRICES/ RATES:

QUOTATION DESCRIPTION:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS:

- PROJECT A: TRANSPORTATION OF DELEGATES FOR THE GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH ON THE 20TH TO 24TH FEBRUARY 2024
- PROJECT B: MEETNGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS ON THE 25TH FEBRUARY & 1ST TO 4TH MARCH 2024.
- PROJECT C: SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES ON THE 29TH FEBRUARY AND 1ST MARCH 2024

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

CONDITIONS OF QUOTATION

1. Quotation documents must be completed in black ink.
2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation
3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above
5. NO PRICE INCREASES/ADJUSTMENTS WILL BE CONSIDERED.
6. All purchases will be made through an official purchase order form; therefore no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.

- 7. JOHANNESBURG TOURISM COMPANY WILL NOT MAKE ANY UPFRONT PAYMENTS AND TENDERERS MUST ENSURE THAT THEY HAVE SUFFICIENT CASH FLOW TO COVER THE PROVISION OF THE GOODS/SERVICES**
 - 8. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.**
 - 9. All prices must be quoted in South African currency (SA rand), all applicable taxes included**
 - 10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.**
 - 11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.**
 - 12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication**
 - 13. Prices quoted must be all inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.**
 - 14. The successful company must provide labour for off-loading/delivering.**
 - 15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.**
 - 16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.**
 - 17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.**
 - 18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.**
 - 19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation**
 - 20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS**
 - 21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company**
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**22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD) WILL LEAD TO
AUTOMATIC DISQUALIFICATION.**

VALIDITY OF RFQ: 30 DAYS

**I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED
CONDITIONS.**

SIGNATURE_____

NAME_____

BRIEF OVERVIEW

Johannesburg Tourism Company (JTC) seeks quotations from qualified, registered tour operating companies to submit quotations for facilitating the following projects:

Project A

- One (1) Day Familiarization Trip for the Section 79 Members on the 14th of June 2024 (date subject to change based on council Calander). Any change will be communicated with appointed service provider.

Project B

- Three (3) Day Content Creation Tour with Youth Content Collective (YCC) planned to take place on the 14th - 16th of June 2024.

Project C

- Four (4) Day Tourism Frontline Staff Educational Tour planned to take place on the following days: 20th - 23rd June 2024. The tour will consist of tourism front-line staff and hotel concierges and Joburg Tourism Company representatives.

Project D

- Four (4) day Trade Partners (tour operators and stakeholders) Hidden Gems Tour of Johannesburg planned to take place on the 20th - 22nd June 2024. The objective of the tour is meant to highlight and showcase Joburg off beat hidden gems products around the City of Johannesburg to trade partners (tour operators and stakeholders) who package, promote, and sell Johannesburg offering.
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SCOPE OF WORK/TERMS OF REFERENCE

Request qualified and experienced Tour Operating Company to respond on the following:

PROJECT A:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR SECTION 79 MEMBERS ONE (1) DAY FAMILIARIZATION TRIP ON THE 14TH OF JUNE 2024.

Description	Quantity
Tour operators are required to facilitate tour operating and guiding services for Section 79 Members One (1) day familiarization trip on the 14 th of June 2024. Tour date subject to change. Date changes will be communicated tour with a service provider that will be appointed.	
Tour operator is required to provide the following services: 1 x 23-seater bus or equivalent (air-conditioned and meeting high end standard) transportation for duration of the tour.	1x 23-seater
Lunch at Stages Restaurant at Joburg Theatre	23 PAX
Entrance fee at Constitutional Hill	23 PAX
Entrance fee at Origins Centre,	23 PAX
Accredited Tourist Guide	1
Bottled water (still 500ml per person)	46
Tour Itinerary Pick up Point: Joburg Theatre, Braamfontein 14 th June 2024 at 08h00	23 PAX
08h45: Mobile VIC Inspection in Sandton	23 PAX
10h10: Hop on the City Sightseeing hop-on hop-off red bus in Rosebank	23 PAX
10h50: Hop off at Constitutional Hill for a tour 11h50: After Constitutional Hill, hop on the City Sight-seeing red bus and pass Mining district, Apartheid Museum and hop off at The Playground in Braamfontein	23 PAX

13h45: Drive from The Playground to Stages Restaurant in Joburg Theatre for Lunch 14h00: Lunch at Stages Restaurant	23 PAX
15h00: Visit the Origins Centre	23 PAX
16h00: Drive back to Joburg Theatre Building – END OF THE TOUR	

PROJECT B:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR A THREE (3) DAY CONTENT CREATION TOUR WITH YOUTH CONTENT COLLECTIVE (YCC) PLANNED TO TAKE PLACE ON THE 14TH TO THE 16TH OF JUNE 2024.

Description	Quantity
Tour operators are required to facilitating and providing tour operating services for a three (3) day content creation tour. The three (3) day content creation tour planned take place on the 14 th to the 16 th of June 2024. The tour will consist of 4 YCC representatives accompanied by 3x Joburg Tourism Company (JTC) representatives The tour are categorised into three PARTS below:	
DAY ONE: The tour will focus on tourism content creation for tourism products and experiences in the north of Joburg. Date: 14 June 2024.	
Tour operator is required to provide the following services: A 10-seater vehicle (air-conditioned and meeting high end standard) for transportation for the duration of the tour.	1x10 seater
Refreshments non-alcoholic X 2 drinks per person	7 PAX
Meals	7 PAX
Facilitate entrance fees at attractions site where applicable	7 PAX
Bottled water (still 500 ml per person)	18
Tour Itinerary 09h00: Depart Sandton	
09h30-10h30: Visit Luc Mo Wines (Tasting Experience) in Midrand The Orchards Executive Accommodation	7 PAX

• 11h00-12h00: Maboneng Township Arts Experience	7 PAX
• 12h00 -13h00: Farmers Market Yethu in Alexandra	7 PAX
• 13h00 - 14h00: Lunch at Siga Culinary Restaurant	7 PAX
• 14:00: 14h30: The Trov	7 PAX
• 15:00h -15h45 Acrobranch Melrose	7 PAX
• 16h00 -16h45: Johannesburg Holocaust and Genocide Centre	7 PAX
• 17h00:18h00 Dinner at Sakhumzi Zoo Lake	7 PAX
• 18:30 Drop-off Sandton Nelson Mandela Square	
DAY TWO: The tour will focus on tourism content creation for tourism products and experiences in central Joburg. Date: 15 June 2024	Tour Day Two (2)
Tour operator is required to provide the following services: • A 10-seater vehicle (air-conditioned and meeting high end standard) for transportation for the duration of the tour.	1x 10-seater
• Refreshments non-alcoholic X2 drinks per person	7 PAX
• Meals	7 PAX
• Bottled water (still 500ml per person)	7 PAX
• Facilitate entrance fees at attractions site where applicable	7 PAX
Tour Itinerary • 08h30: Depart Nelson Mandela Square	
• 09h00 – 09h45 Breakfast @ Bean There Coffee (44 Stanley)	7 PAX
• 10h00 – 10h45: Dlala Nje (Ponte City Apartments Hillbrow)	7 PAX
• 11h15 – 12h00: City Skate Tour (Mini Skate tour and Graffiti) in Maboneng	7 PAX
• 12h15 – 12h45: Living Arts Emporium	7 PAX
• 13h15 –14h00: Lunch at The Playground market	7 PAX
• 14h00 – 15h00: Visit the Beach Club at the Playground	7 PAX
• 15h30 – 16h30: James Hall Transport Museum	7 PAX
• 17h00: Drop off Sandton Nelson Mandela Square	

DAY THREE: The tour will focus on tourism content creation for tourism products and experiences in the south of Joburg. Date: 16 June 2024	
Tour operator is required to provide the following services: A 10-seater vehicle (air-conditioned and meeting high end standard) for transportation for the duration of the tour.	1x 10 seater
Refreshments – non-alcoholic X 2 drinks per person	7 PAX
Meals	7 PAX
Bottled water (still 500ml per person)	7 PAX
Facilitate entrance fees at attractions site where applicable	7 PAX
Tour Itinerary 08h30: Breakfast at the Kraal restaurant	7 PAX
09h30 – 11h00: Mini Game Drive at Thaba Eco Hotel	7 PAX
11h30 – 12h30: Credo Mutwa Village	7 PAX
12h45 – 13h30 Regina Mundi (Mini Tour)	7 PAX
14h00 – 14h45: Lunch at Just Badela	7 PAX
14h00 – 14h45: Book iBoni	7 PAX
15h00 – 15h30: June 16 Memorial	7 PAX
15h45 – 16h15: Mzansi Tourism Experience (Quad Bike)	7 PAX
16h15 –16h45 Soweto Towers (Platform Viewing)	7 PAX

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR FOR FRONT-LINE STAFF AND HOTEL CONCEIRGES EDUCATIONAL TOUR.

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a four (4) day Frontline and Hotel Concierge Educational Tour. The four (4) day tour is planned take place on the 20 th - 23 rd June 2024.	
Day One- Inner City Tour: Front-line Staff and Hotel Concierges accompanied by 3x Joburg Tourism Company representatives. Date: 20 JUNE 2024.	
Tour operator is required to provide the following services: A 32 -seater bus or equivalent (air-conditioned and meeting high end standard) for transportation for the duration of the tour	1X 32-Seater
Facilitate entrance fees at attractions site where applicable in line with the itinerary	30 PAX
Purchase 300 City Sightseeing Red Bus tickets	300
Provide Accredited Tour Guide during the tour	1 Guide
Bottled water (500 ml per person)	60
Snack (1 fruit, 1 snack bar per person)	30
Booking made and confirmed at various tourist attractions and restaurant bookings	
Tour Itinerary 09:00-09:30 Pick up at Nelson Mandela Square	
10h00 – 12h00 Inner City Waling Tour with Gerald & Charlie.	30 PAX
12h30 – 14h30: Lunch at Johannesburg Culinary School	30 PAX
15h00 – 16h30: Arrive at Ponte Experience	30 PAX

16h30 Depart Ponte City	30 PAX
17h30 Drop off at Nelson Mandela Square	30 PAX
DAY 2: Art Tour: Front-line Staff and Hotel Concierges accompanied by 3x Joburg Tourism Representative Date: 21 JUNE 2024	
Tour operator is required to provide the following services: A 32 -seater bus or equivalent (air-conditioned and meeting high end standard) for transportation for the duration of the tour	1x 32-Seater or equivalent
Facilitate entrance fees at attractions site where applicable in line with the tour itinerary	30 PAX
Booking made and confirmed at various tourists' attractions and where applicable	
Accredited Tour Guide	X1
Bottled water (still, 500 ml)	60
Snack (1 fruit, 1 snack bar per person)	30
Tour Itinerary 09:00 – 09:30 Pick up at Nelson Mandela Square	
09h45 – 10h30 Art Jamming at Melrose Arch	30 PAX
11h00 – 12h45 Graffiti and street Art with City Skates Tour	30 PAX
13h00 – 14h30 Lunch at Troyville Hotel	30 PAX
15h00 –16h00 Visit August House	30 PAX
16h30 – 17h30 Visit Phumlani Ntuli Studio	30 PAX
17h30 – Drop off at Nelson Mandela Square	
DAY 3: RED BUS TOUR - Front-line Staff and Hotel Concierges accompanied by 3x Joburg Tourism Representative Date: 22nd June 2024	
Tour operator is required to provide the following services: - Entrance fees: - Lunch include x2 non-alcoholic beverage (Food Vouchers at Playground Market - Snacks including bottled water - Booking made and confirmed at various tourist attractions	

Facilitate entrance fees at attractions site where applicable in line with the tour Itinerary	30 PAX
Lunch Vouchers at Playground Market x2 non-alcoholic beverage	30 PAX
Bottled water (still, 500 ml)	60
Tour Itinerary Hop on into City Sightseeing Red Bus Shuttle at Da Vinci Hotel	30 PAX
Hop off at Sci-Bono Discovery Centre	30 PAX
Visit Museum Africa	30 PAX
Hop on at Sci- Bono Discovery Centre and hop off for lunch in Braamfontein	
Hop on at Playground to Sandton	
DAY 4: SOWETO TOUR - Front-line Staff and Hotel Concierges accompanied by 3x Joburg Tourism Representative Date: 23RD June 2024	1 tour
Tour operator is required to provide the following services: - A 32 -seater bus or equivalent (air-conditioned and meeting high end standard) for transportation for the duration of the tour. - Ground Transportation in Johannesburg - Lunch include x2 non-alcoholic beverage. - Pick up and drop off in Sandton	1
Bookings made and confirmed at various tourist attractions and restaurant bookings	
Facilitate entrance fees at attractions site where applicable in line with the tour itinerary	30 PAX
Accredited Tourist Guide	1
Bottled water (still, 500 ml)	60
Snack (1 fruit, 1 snack bar per person)	30
Tour Itinerary 09:00 – 09:30 Pick up at Nelson Mandela Square	
10h30 – 11h45 arrive at Book Ibhoni bicycle tour	30 PAX
12h00 – 13h00 arrive at Credo Mutwa Village,	30 PAX

• 13h15 – arrive at Ntozinhle Lifestyle	30 PAX
• 14h00 – 15h30 lunch at 1947 Vilakazi Street	30 PAX
• 16h00 – 17h00 Orlando Towers	30 PAX
• 18h00 – Arrive in Sandton	

PROJECT D:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TOURISM TRADE PARTNERS (TOUR OPERATORS AND STAKEHOLDERS) HIDDEN GEMS TOUR ON THE 20TH-22ND JUNE 2024

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a four (3) day trade partners (tour operators and stakeholders) hidden gems tour on the 20 th -22 nd June 2024 as per itinerary.	
Tour operator is required to provide the following services: • A 22 -seater bus or equivalent (air-conditioned and meeting high end standard) for transportation for the duration of the tour. - Ground Transportation - Entrance fees: - Meals (Lunch and Dinner) include x1 non-alcoholic beverage - Snacks including bottled water - Accredited tourist guide (full day)	1
• Facilitate entrance fees at attractions site where applicable in line with the itinerary	19 PAX
• Provide Accredited Tour Guide during the tour	1 Guide
• Bottled water (still 500 ml per person)	48

Snack (1 fruit, 1 snack bar per person)	19 PAX
Booking made and confirmed at various tourist attractions and restaurant bookings	
Day One (1)- Joburg North Tour: Joburg Hidden Gems tour for 15 trade partners and 4 Joburg Tourism Representative Date: 20 JUNE 2024.	
Tour Itinerary 08h30-08h45: VIC Walk about at Nelson Mandela Square	19 PAX
09h30: Visit Luc Mo Wines- Wine Tasting Experience and Story Telling	19 PAX
11h30: Visit Farmers Market Yethu	19 PAX
13h00: Visit Satyagraha House	19 PAX
13h45: Lunch served at Mamasamba Restaurant	19 PAX
14h30: Visit the Trov	19 PAX
16h30: Indigenous Plant Tour at Random Harvest	19 PAX
18h00: Dinner served at Random Harvest Country Cottages	19 PAX
Day Two (2)- Joburg West Tour: Joburg Hidden Gems tour for 15 trade partners and 3x Joburg Tourism Company Representatives. Date:21 JUNE 2024	
Tour Itinerary 08:00: Pick up at Nelson Mandela Square	
08h30: Breakfast at Random Harvest Country Cottages	19 PAX
09h30: Bird Watching Experience at Random Harvest Country Cottages	19 PAX

12h00: Visit Bothongo Rhino and Lion Nature reserve for Game Drive	19 PAX
13h30: Lunch Served at Boma Restaurant	19 PAX
17h00: Drop off at Sandton Nelson Mandela Square	19 PAX
Day Three (3)- Joburg Central Tour: Joburg Hidden Gems tour by 3x Joburg Tourism Company Representatives. Date: 22nd June 2024	
Tour Itinerary 09:00: Pick up at Nelson Mandela Square	19 PAX
09h30: Visit Phumlani Ntuli Art Studio	19 PAX
10h30: Visit the City Beach Club and Play Braamfontein venues	19 PAX
11h00: Visit the Living Artists Emporium (LAE)	19 PAX
13h00: Lunch served at the Betrand Restaurant	19 PAX
14h30: Visit Maboneng Half day Tour with City Skate Tours	19 PAX

EVALUATION CRITERIA

Evaluation will be undertaken using the 80:20 evaluation principle where 80 points will be for price and the 20 points will be for the attainment of the empowerment goals as stipulated below.

TABLE 1: PRICING SCHEDULE:

Please provide a quotation for the Supply and Delivery of the following:

PROJECT A:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR SECTION 79 MEMBERS FOR ONE (1) DAY A CITY OF JOBURG FAMILIARIZATION TRIP ON THE 14th JUNE 2024.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services: 1 x 23-seater bus	1x 23-seater		
Lunch at Stages Restaurant at Joburg Theatre	23 pax		
Entrance fee at Constitutional Hill	23 pax		
Entrance fee at Origins Centre	23 pax		
Tour guide (Tour guiding services for 23 pax)	1		
Bottled water (still)	46		
Hop off at Constitutional Hill for a tour (entrance fees)	23 pax		
Pay for Lunch at Stages Restaurant	23 pax		
Visit the Origins Centre (entrance fees)	23 pax		
Lunch at Stages Restaurant at Joburg Theatre	23 pax		

PROJECT B:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR A THREE (3) DAY CONTENT CREATION TOUR WITH YOUTH CONTENT COLLECTIVE (YCC) PLANNED TO TAKE PLACE ON THE 14TH TO THE 16TH OF JUNE 2024.

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operator is required to provide the following services: A 10-seater vehicle	1x10 seater		
Ground Transport (Johannesburg)	7x3 days		
Refreshments non-alcoholic X2 drinks per person	7x 3 days		
Bottled water (still 500 ml per person)	14 x 3 days		
PART ONE: NORTH			
Luc Mo Wines (Tasting Experience)	7		
Maboneng Township Arts Experience	7		
Farmers Market Yethu	7		
Pay for Lunch at Siga Culinary	7		
The Trov	7		
Acrobranch Melrose	7		
Pay for Dinner at Sakhumzi Restaurant (Zoo Lake)	7		
PART TWO: Central			
Pay for Breakfast @ Bean There Coffee (44 Stanley)	7		
Dlala Nje (Ponte) mini tour	7		
City Skate Tour (Mini Skate tour and Graffiti)	7		
Living Arts Emporium	7		
Pay for Lunch at The Playground market	7		

The Beach Club and the Playground	7		
PART THREE: South			
Pay for Breakfast at the Kraal restaurant	7		
Mini Game Drive at Thaba Eco Hotel	7		
Credo Mutwa Village tour	7		
Regina Mundi	7		
Pay for Lunch at Just Badela	7		
Book iBoni (bicycle tour)	7		
June 16 Memorial	7		
Mzansi Tourism Experience (Quad Biking)	7		
Soweto Towers (Platform Viewing and Rock Climbing)	7		

PROJECT C:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR FOR FRONT-LINE STAFF AND HOTEL CONCEIRGES EDUCATIONAL TOUR.

Description	Quantity	Unit Price (R)	Total Price (R)
Day One- Inner City Tour			
Tour operator is required to provide the following services:			
35-Seater Ground Transportation in Johannesburg	1x35 seater x 3 days		
Provide Accredited Tour Guide during the tour	1 Guide x 3 days		
Bottled water (still 500 ml per person)	60x 4days		
Snack (1 fruit and 1 snack bar)	30 x 4 days		
<i>City Walking with Gerald & Charlie, inner city walking tour</i>	30		
Pay for Lunch at Johannesburg Culinary School	30		

<i>Pay for the Ponte Experience (Dlala Nje)</i>	30		
DAY 2: Art Tour			
<i>Art Jamming at Melrose Arch</i>	30		
<i>Graffiti and street Art with City Skates Tour</i>	30		
Lunch at Troyville Hotel and x2 non-alcoholic beverage	30		
August House	30		
Phumlani Ntuli Studio	30		
DAY 3: RED BUS TOUR			
Tour operator is required to provide the following services: - Lunch include x2 non-alcoholic beverage Food Vouchers at Playground Market	X30		
Museum Africa	30		
Purchase City Sightseeing Red Bus tickets	300 pax		
DAY 4: SOWETO TOUR			
Tour operator is required to provide the following services:			
Book Ibhoni bicycle tour	30		
Credo Mutwa Village tour,	30		
Ntozinhle Lifestyle	30		
Pay for lunch at 1947 Vilakazi Street and x2 non-alcoholic drink	30		
Orlando Towers Platform Viewing	30		

PROJECT D:

REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TOURISM TRADE PARTNERS (TOUR OPERATORS AND STAKEHOLDERS) HIDDEN GEMS TOUR ON THE 20TH-22ND JUNE 2024

Description	Quantity	Unit Price (R)	Total Price (R)
Day One- Joburg North			
22 -Seater Ground Transportation in Johannesburg	1x22 seater x 4 days		
Accredited Tour Guide	1 Guide x 4 days		
Bottled water still (500 ml per person)	48x 4days		
Snack (1fruit and 1 snack bar)	19 x 4 days		
Luc Mo Wines- Tasting Experience and Story Telling	19		
Farmers Market Yethu	19		
Satyagraha House	19		
Lunch served at Mamasamba Restaurant and 2x Non-alcoholic beverage	19		
Visit the Trov	19		
Indigenous Plant Tour at Random Harvest	19		
DAY TWO (2): Joburg West Tour			
Breakfast at Random Harvest	19		
<i>Graffiti and street Art with City Skates Tour</i>	19		
Bird Watching Experience Tour at Random Harvest	19		
Bothongo Rhino and Lion Nature reserve for Game Drive	19		

Lunch Served at Boma Restaurant and 2x non-alcoholic beverage	19		
DAY THREE (3): Joburg Central			
Phumlani Ntuli Art Studio	19		
City Beach Club and Play Braamfontein venues	19		
Visit the Living Artists Emporium (LAE)	19		
Lunch served at the Betrand Restaurant and 2x non-alcoholic beverage	19		
Maboneng Half day Tour with City Skate Tours	19		

Sub Total (R) :

VAT (R) :

Total (R) :

Note:

- Please quote as per the line item for clarity purpose and also submit additional quotation on your company letter head.
- Return the quotation with the RFQ document attached.
- You are required to quote for ALL items. Failure to do so will render your quote incomplete and therefore non-responsive

Requirements

- (i) Cost containment regulations must be taken into account
- (ii) Quoting Reference number must be typed on the subject line when submitting the documents.
- (iii) The entity reserves the right to award the business to a supplier that has not scored the highest number of points

TABLE 2: PRICE AND EMPOWERMENT POINTS

PRICE	80 points
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	20 points - Enterprises that are at 51% or more owned by the Black People – 5 points - Enterprises that are at 51% or more owned by the Women – 5 points - Enterprises located within the jurisdiction of the City of Johannesburg municipal area: 10 points.

PRICING REQUIREMENTS

QUOTATION DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS: • PROJECT A: TRANSPORTATION OF DELEGATES FOR THE GLOBAL DEVELOPMENT COUNCIL CONFERENCE OF AFRICAN METHODIST EPISCOPAL CHURCH ON THE 20TH TO 24TH FEBRUARY 2024 • PROJECT B: MEETNGS AFRICA 2024 PRE AND POST TOURS FOR THE HOSTED BUYERS ON THE 25TH FEBRUARY & 1ST TO 4TH MARCH 2024. • PROJECT C: SITE INSPECTION TOUR FOR THE CONTACT CENTER WORLD DELEGATES ON THE 29TH FEBRUARY AND 1ST MARCH 2024	
Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of VAT)	

Bidders are required to quote for ALL items in the pricing schedule and failure to do so will render the offer non-responsive based on the proposal being considered an incomplete offer.

RETURNABLE DOCUMENTS

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 3.1, 4,6.1, 6.2, 8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s
6. Valid copies of all mandatory documents

DISQUALIFICATION CRITERIA

1. Failure to **quote for all items** in the pricing schedule.
2. Attach valid Road Transportation Permit (also known as a Public Operating License) for each vehicle.
3. Attach the Drivers' valid PDP for vehicle carrying 12 or more passengers. The drivers must have the correct license vehicle class in use.
4. Attach the accreditations for Tourist Guide for any guiding/guided tours.

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
 2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
 3. Directors and Principal members not in the Service of the State
 4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
 5. Proof of public /passenger liability insurance
-

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 10:00

CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
------------	-------------	---------------------------

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	 days
.....	R.....	 days
.....	R.....	 days
.....	R.....	 days

- 5.1. Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE QUANTITY	AMOUNT
-----		R
-----		R.....
-----		R.....
-----		R.....
		TOTAL: R.....

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

- 5.2. Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE QUANTITY	AMOUNT
-----		R
-----		R.....
-----		R.....
-----		R.....
		TOTAL: R.....

6. Period required for commencement with project after acceptance of bid.....
7. Estimated man-days for completion of project.....
8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index

.....

.....

.....

.....

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
.....
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
.....
 - 3.5 Tax Reference
Number:.....
 - 3.6 VAT Registration Number:
.....
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
 - 3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?YES / NO

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
 Signature

Date

.....
 Capacity

Name of Bidder

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.1. POINTS AWARDED FOR PRICE

6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

6.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

7. POINTS AWARDED FOR SPECIFIC GOALS

7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

7.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCA TE D (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
GOAL 1: DESIGNATED GROUP			
Business/ enterprise owned by 51% or more Black People	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	5	
Business/ enterprise owned by 51% or more Women	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	5	
GOAL 2: SPECIFIC GOAL			
Enterprises located within the jurisdiction of the City of Johannesburg	CSD Report and Proof of municipal account	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

7.4. Company registration number:

7.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations invited.
2. It serves as a declaration to be used by Municipalities and Municipal entities 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 tender of any tenderer may be rejected if that tenderer, or any of its directors have:
 - a. abused the Municipality's / Municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:

4.1 Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector?
(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem (listen to the other side) rule was applied).

- ☐ Yes
- ☐ No

4.1.1 If so, furnish particulars:

4.2 Is the tenderer 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)?

(To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)

- ☐ Yes
- ☐ No

4.2.1 If so, furnish particulars:

4.3 Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

- ☐ Yes
☐ No

4.3.1 If so, furnish particulars:

1.4 Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?

- ☐ Yes
☐ No

4.4.1 If so, furnish particulars:

4.5 Was any contract between the tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?

- ☐ Yes
☐ No

4.5.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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 TENDERER

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) 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 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD 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.

MBD 9: 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 Municipality / Municipal Entity)

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

I certify, on behalf of:

(Name of Bidder) that:

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:
 - (a) 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.

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.

.....	
Signature	Date
.....	
Position	Name of Bidder

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

1. Name of bidder
- ii. Registration Number
- iii. Municipality where business is situated
.....
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
 1.
 2.
 3.
 4.
 5.
 6.
 7.

C Documents to be attached.

1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
2. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
3. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

.....

Signature

Date