



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](http://www.joburgtourism.com)

## REQUEST FOR QUOTATION

<b>RFQ NUMBER</b>	<b>JTC0026/2024-25 (readvertisement)</b>
<b>DESCRIPTION: REQUEST FOR QUOTATIONS FROM QUALIFIED, REGISTERED AND QUALIFIED SERVICE PROVIDERS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR NINE (9) DIFFERENT TOURS (PROJECT A TO I) FOR THE MONTH OF MARCH - JUNE 2024.</b>	

<b>Date of advertisement:</b>	<b>17 March 2024</b>
<b>Closing date:</b>	<b>20 March 2024</b>
<b>Closing time:</b>	<b>10H00</b>
<b>Compulsory requirements</b>	Bidders are required to ensure all the below are adhered to: <ul style="list-style-type: none"> <li>▪ Vehicle/s to be used must have valid Road Transportation Permit/ Operating License.</li> <li>▪ Valid passenger liability insurance.</li> <li>▪ Drivers' valid Public Driving Permit (PDP)</li> <li>▪ Valid Accreditations for Tourist Guide for guiding/guided tours</li> </ul>
<b>Compulsory briefing meeting date (if applicable)</b>	<b>N/A</b>
<b>Quotations <u>MUST</u> be physically deposited in the <u>TENDER</u> box at:</b> <b>4<sup>th</sup> Floor Joburg Tourism Company Offices</b> <b>Sandton Library Offices</b> <b>Nelson Mandela Square</b> <b>West Street, Sandton</b>	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  Quotations will be opened at the latter address at the time indicated and <b>no late submissions will be received.</b>



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<b>Procurement Enquiries</b>	<a href="mailto:sphiwem@JoburgTourism.com">sphiwem@JoburgTourism.com</a>	Tel: (011) 779 0200
<b>Technical Enquiries</b>	<a href="mailto:Dumisanis@joburgtourism.com">Dumisanis@joburgtourism.com</a>	Tel: (011) 021 7422

## ENTITY DETAILS

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

## SCHEDULE OF PRICES/ RATES:

**QUOTATION DESCRIPTION:**

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

- **Project A: Two (2) Day Media and JTC Campaign Influencers FAM Trip 25 - 26 March 2025.**
- **Project B: Two (2) Days Media and Content Creators FAM Trip 24 - 25 April 2025.**
- **Project C: Three (3) Days UK Based Tour Operator FAM Trip 05 – 07 April 2025**
- **Project D: Two (2) Day Travel Agents FAM Trip 10 – 11 April 2025**
- **Project E: Three (3) Day South African Airways (SAA) Dubai Joburg Activation FAM Trip Tour 24-26 April 2025**
- **Project F: Two (2) Day Content Creators FAM Trip 08- 09 May 2025**
- **Project G: World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025**
- **Project H: US Based Tour Operator Hosting 13 May 2025**
- **Project I: North America Trade 09 – 10 May 2025**

<b>Pricing</b>	<b>(R)</b>
<b>Sub Total Price</b>	
<b>Vat 15% (if applicable)</b>	
<b>Total Quoted Price (Inclusive of Vat)</b>	

### 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
- 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**

- Two (2) day Media and JTC Campaign Influencers FAM Trip planned to take place on the 25 -26 March 2025.

**Project B:**

- Two (2) Days Media and Content Creators FAM Trip 24 - 25 April 2025.

**Project C:**

- Three (3) Days UK Based Tour Operator FAM Trip 05 – 07 April 2025

**Project D:**

- Two (2) Day Travel Agents FAM Trip 10 – 11 April 2025

**Project E:**

- Three (3) Day South African Airways (SAA) Dubai Joburg Activation FAM Trip Tour 24-26 April 2025

**Project F:**

- Two (2) Day Content Creators FAM Trip 2025 08-09 May 2025

**Project G:**

- World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025

**Project H:**

- US Based Tour Operator delegates hosting 13 May 2025

**Project I:**

- Africa Travel Indaba (ATI) 2025 North America Trade Partners Tour 09-10 May 2025

## 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 TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR TWO (2) DAY MEDIA AND JTC CAMPAIGN INFLUENCERS FAM TRIP PLANNED TO TAKE PLACE ON THE 25- 26 MARCH 2025.**

Description	Quantity
<ul style="list-style-type: none"><li>Tour operators are required to facilitate tour operating and guiding services for Two (2) day Media and JTC Campaign Influencers FAM Trip planned to take place on the 25-26 March 2025.</li></ul>	
<b>Tour operator is required to provide the following services:</b>	21 PAX
<ul style="list-style-type: none"><li>Vehicle/s (<b>air-conditioned and meeting high end standard</b>) transportation for duration of the tour.</li></ul>	
<ul style="list-style-type: none"><li>Entrance Fee Liliesleaf Farm Museum</li></ul>	21 PAX
<ul style="list-style-type: none"><li>Nelson Mandela Centre of Memory</li></ul>	21 PAX
<ul style="list-style-type: none"><li>Accredited Tourist Guide</li></ul>	1
<b>Tour Itinerary</b>	
<b>Day 1</b>	
15h45 Pick up and Sandton Towers	21 PAX
16h00 Arrive at Southern Sun Katherine Street	
18h00 Drop of at Sandton Towers	
<b>Day 2</b>	
08h15 Pick up Point: Sandton Towers 08h15am	21 PAX
09h00-10h00 Visit <b>Liliesleaf Fam Museum</b>	21 PAX
10h30 -11h30: Visit <b>Nelson Mandela Centre of Memory</b>	21 PAX
12h00-13h00: Visit <b>Rosebank Art &amp; Craft Market</b> (Do not quote)	

13h15 – 14h45 visit 54 on Bath for lunch & croquet (Do not quote)	
15h00 -16h00: Visit <b>Kyes Art Mile</b> (Do not quote)	
16h15- 17h30 Visit <b>Southern Sun Rosebank Spa</b> (Do not Quote)	
18h00: Drop off Sandton Towers	

**PROJECT B:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TWO (2) DAYS MEDIA AND CONTENT CREATORS FAM TRIP 24 – 25 April 2025.**

Description	Quantity
<ul style="list-style-type: none"> <li>Tour operators are required to facilitate and provide tour operating services for Two (2) Days Media and Content Creators FAM Trip 24 - 25 April 2025. JTC is planning to host media personal and content creators in a tour of the inner city. Dates subject to change</li> </ul>	
<p><b>Tour operator is required to provide the following services:</b></p> <ul style="list-style-type: none"> <li>Vehicle/s (<b>air-conditioned and meeting high end standard</b>) transportation for duration of the tour. (Pick up/drop offs at inner city/Sandton)</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Johannesburg inner city) Check-In 24 March 2025 Check-Out 25 March 2025 Bed &amp; Breakfast</li> </ul> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>	15 PAX
<ul style="list-style-type: none"> <li>Dinner (Main course 2x Soft Drinks) Rand <b>Club Restaurant</b></li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>Lunch (Main course 2x Soft Drinks) Bertrand <b>Café</b></li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>Facilitate entrance fees for <b>The Johannesburg Ponte Experience Tour</b> with <b>Dlala Nje</b></li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>Fees <b>Marshalltown Walking Tours (Welcome Johannesburg)</b> with Gerald &amp; Charlie from Local Places</li> </ul>	20 PAX

<ul style="list-style-type: none"> <li>• <b>Wits Anglo American Digital Dome/</b> Wits Planetarium</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• Bottled water (still 500 ml per person)</li> </ul>	40
<ul style="list-style-type: none"> <li>• Accredited Tourist Guide</li> </ul>	1
<b>Tour Itinerary</b>	
<b>Day 1:</b>	
<b>Date: 24 April 2025</b>	
<ul style="list-style-type: none"> <li>• 14h00 Check In at 3/4 Star graded hotel accommodation</li> </ul>	15 PAX
<ul style="list-style-type: none"> <li>• 15h00 Pick Up at the Hotel</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 15h30 -17h30 Visit and experience <b>The Johannesburg Ponte Experience</b> Tour with <b>Dlala Nje</b></li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 18h00 Pick at Ponte City Apartments to Hotel</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 18h45 Pick up at the Hotel</li> </ul>	
<ul style="list-style-type: none"> <li>• 19h00 Drop off at <b>Rand Club</b> Marshalltown</li> </ul>	
<ul style="list-style-type: none"> <li>• 19h00 - 21h00 Dinner (Main course 2x Soft Drinks) at <b>Rand Club Restaurant</b> (Booking Essential)</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 21h15 Drop off at Hotel</li> </ul>	20 PAX
<b>DAY 2:</b>	
<b>Date: 25 April 2025</b>	
<ul style="list-style-type: none"> <li>• 07h00 - 09h00 Breakfast at Hotel</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 09h00 Pick up at hotel</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 09h15 – 10h30 Visit the <b>South African Hip Hop Museum</b> located at the <b>Museum Africa</b> in Newtown (Exclusive booking essential with Osmic Menoe and team)</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 10h45 -12h45 <b>Marshalltown Walking Tours (Welcome Johannesburg)</b> with Gerald &amp; Charlie from Local Places</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 13h00- 13h45 Lunch (Main course 2x Soft Drinks) at <b>Bertrand Café</b> in Maboneg</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 14h00 -15h15 Visit &amp; experience the <b>Wits Anglo American Digital Dome/</b> Wits Planetarium (booking essential)</li> </ul>	20 PAX
<ul style="list-style-type: none"> <li>• 15h45 Drop off at hotel / end of tour</li> </ul>	20 PAX

**PROJECT C:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES THREE (3) DAYS UK BASED TOUR OPERATOR FAM TRIP 05 – 07 APRIL 2025**

Description	Quantity
Tour operators are required to facilitate tour operating and guiding services for UK based Tour Operator (Melanin Travels Magic) three (3) day familiarization trip from the 05th of April 2025 to 7th April 2025.	
<b>Tour operator is required to provide the following services:</b> <ul style="list-style-type: none"> <li>• vehicle <b>(air-conditioned and meeting high end standard)</b> transportation for duration of the tour.</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Return Pick up and drop at the Lanseria Airport transfers (04<sup>th</sup> April 2025: 17h15 PM &amp; 7 April 2025) to/from Hotel in Johannesburg</li> </ul>	1 PAX
<ul style="list-style-type: none"> <li>• Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Johannesburg inner city) Check-In 05 April 2025 Check-Out 07 April 2025 Bed &amp; Breakfast</li> <li>• <b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></li> </ul>	1 PAX
<ul style="list-style-type: none"> <li>• Lunch at <b>Insights Restaurant</b> Sanctuary Mandela</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Entrance fee at Lilies Leaf Farm Museum</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Entrance fee at Satyagraha House</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Lunch (Main course 2x Soft Drinks) at Salvation Café</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Entrance fee at Constitution Hill one (1) hour tour</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Entrance fee at Ekhayalempilo Cultural Retreat Tour Two (2) hour tour</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Tuk Tuck/Cycle Tour at Lebo’s Soweto Backpackers two (2) hour tour</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Lunch (Main course 2x Soft Drinks) at Lebo’s Soweto Backpackers</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Entrance fee at Nelson Mandela House Museum</li> </ul>	3 PAX
<ul style="list-style-type: none"> <li>• Fee at City Skate Tours for City Skate/Walking Tour in Maboneng</li> </ul>	3 PAX

<ul style="list-style-type: none"> <li>Accredited Tourist Guide</li> </ul>	1
<ul style="list-style-type: none"> <li>Bottled water (still 500ml per person)</li> </ul>	18
<b>Tour Itinerary</b>	
<b>DAY 1:</b> <b>Date 04<sup>th</sup> April 2025</b>	
Pick up Point: Lanseria Airport at 17h15 to hotel (hotel to be confirmed)	1 PAX
<b>DAY 2: The tour will focus on Joburg Central tourism experiences.</b> <b>Date: 05<sup>th</sup> April 2025</b>	
Meet JTC Rep at the Sandton VIC (Nelson Mandela Square) then proceed to Pick up at the Hotel (TBC) 09h00	3 PAX
09h30: Visit the <b>Satyagraha House</b> commonly known as Gandhi House, is a museum and guest house located in Johannesburg.	3 PAX
12h30 Visit <b>Museum Africa</b> , Situated in the heart of the Newtown Cultural Precinct	3 PAX
14h15: Drive to 44 Stanley for Lunch(Main course 2x Soft Drinks) at the <b>Salvation Cafe:</b>	3 PAX
15h30: Visit the <b>Constitution Hill</b> precinct which tells the fascinating, often tragic, story of real South African history	3 PAX
<b>DAY 3: The tour will focus on Joburg South (Soweto) tourism experiences.</b> <b>Date: 06<sup>th</sup> April 2025</b>	
08h30: Pick up at the Hotel (TBC)	
09h30: Explore Soweto by bike, Tuk Tuk or walking and experiencing the vibrant street of Soweto township and visit famous historical site with <b>Lebo's Soweto Backpackers</b>	3 PAX
12h30: lunch (Main course 2x Soft Drinks) at Lebo's Soweto Backpackers	2 PAX
13h00: Experience Soweto at <b>Ekhayalempilo Cultural Retreat</b>	3 PAX
15h30: Visit the <b>Nelson Mandela House</b> and explore authentic historical facts about the Life of struggle hero Nelson Mandela	3 PAX
17h00 Drop off at the Hotel	
<b>DAY 4: The tour will focus on Joburg North and Art Tour in Joburg Central.</b> <b>Date: 07<sup>th</sup> April 2025</b>	
09h00: Visit Lilies leaf Farm Museum in Rivonia	3 PAX
11h30: Visit the <b>Nelson Mandela Centre of Memory</b> . The foundation established in 1999 when its founder, Mr. Nelson Mandela, stepped down as the President of South Africa.	3 PAX
13h30: Lunch (Main course 2x Soft Drinks) serve at <b>Insights Restaurant</b> , in memory of Mandela's love for food Sanctuary <b>Mandela</b>	3 PAX

15h00: Visit Maboneng Cultural Precinct, to explore Johannesburg in a fun and informative way into the heart of the City's Street Culture with <b>City Skate Tours</b>	3 PAX
17h30: Drop off at the Lanseria Airport– END OF THE TOUR	1 PAX

**PROJECT D:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR TWO (2) DAY TRAVEL AGENTS FAM TRIP 10 – 11 APRIL 2025**

Description	Quantity
Tour operators are required to facilitate a 2-day tour operating and guiding services for 4 Travel Agents delegates and 1 Johannesburg Tourism Company official. through the City Sightseeing bus for day 1 and private tour for Day 2. Tour date subject to change. Date changes will be communicated tour with a service provider that will be appointed.	5 PAX
<b>Tour operator is required to provide the following services:</b>	
<ul style="list-style-type: none"> <li>• Vehicle (<b>air-conditioned and meeting high end standard</b>) transportation for duration of Day 2 tour. Pick up/drop offs at inner city/Sandton)</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• City Sightseeing Red Bus Tickets Johannesburg (Day 1)</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Lunch (Main course 2x Soft Drinks) at <b>Rand Club</b> at the Mining District (Prebooking required)</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Hot Air Balloon Fees at <b>Air Ventures Hot Ballooning</b></li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Breakfast at <b>Cradle Restaurant Boutique Hotel</b></li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Entrance Fee at <b>Maropeng Visitor Centre</b></li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Game Drive at <b>Bothongo Rhino &amp; Lion Nature Reserve</b></li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Lunch(Main course 2x Soft Drinks) at The <b>Thatch Café Restaurant</b></li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Entrance fees at <b>Constitutional Hill</b> (Highlight Tour 1hour)</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Entrance fees at <b>Apartheid Museum</b> (Request a Guided Tour)</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Bottled water (still 500ml per person) x 2 days</li> </ul>	20

<b>Tour Itinerary:</b> <b>DAY 1:</b> <b>10 April 2025 (Date TBC)</b> <b>City Sightseeing Red Tour</b>	
08h30 - Arrival at Rosebank Outside Holiday Inn Hotel – Oxford Rd for <b>City Sightseeing Red Bus Tour</b>	
09h00: Depart Rosebank	
09h13 -09H53: Explore <b>The Melrose Art Gallery</b> .	
10h03 – 10h43 Hop-Off at the <b>Nelson Mandela Centre of Memory</b>	
10h53 Munroe Viewpoint	
11h09 – 12h29: Hop off at <b>Constitutional Hill</b> for a one-hour tour	5 PAX
12h43 – 14h03: After Constitutional Hill, hop on the City Sight-seeing Red Bus and hop off at Mining district for Lunch at the <b>Rand Club</b>	5 PAX
14h26 – 16h26: Explore the <b>Apartheid Museum</b> guided tour	5 PAX
16h26: Hop on the bus back to Rosebank	
<b>DAY 2:</b> <b>Date: 11 April 2025 (TBC)</b> <b>Visit the Cradle of Humankind World Heritage Site Tour</b>	
05h00 -07h00 Start the day with a 2-hour <b>Hot Air Ballon Ride</b> with <b>Air-Ventures</b> hot-air ballooning company in Muldersdrift in the Cradle of Humankind.	5 PAX
07h30 – 09h00 Breakfast at <b>The Cradle Restaurant Boutique Hotel</b>	5 PAX
09h30-11h30 Visit the <b>Maropeng Visitor Centre</b>	5 PAX
12h00-14h00 Visit the <b>Bothongo Rhino &amp; Lion Nature Reserve</b> an embark thrilling guided Game Drives tour.	5 PAX
14h15- 15h00 Lunch (Main course 2x Soft Drinks) at <b>The Thatch Café Restaurant</b> .	5 PAX

## PROJECT E

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR THREE (3) DAY SOUTH AFRICAN AIRWAYS (SAA) DUBAI JOBURG ACTIVATION FAM TRIP TOUR 24-26 APRIL 2025.**

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for Three (3) Day South African Airways (SAA) Dubai Joburg Activation FAM Trip Tour 24-26 April 2025. Date subject to change. Exact date will be shared with appointed tour operator.	
<p><b>Tour operator is required to provide the following services:</b></p> <ul style="list-style-type: none"> <li>• Return Airport Transfers to Hotel</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Rosebank/Sandton Tourist Node)</li> <li>• 3 nights exact dates TBC</li> <li>• 2 rooms (couples sharing)</li> <li>• Bed &amp; Breakfast</li> </ul> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>	5 PAX
<ul style="list-style-type: none"> <li>• City Sightseeing Red Bus Tickets and Soweto Extension tour</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Entrance Fees Apartheid Museum</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Lunch (Main course 2x Soft Drinks) vouchers for The Playground Market in Braamfontein</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Entrance Fees Mandela House</li> </ul>	5 PAX
<ul style="list-style-type: none"> <li>• Lunch (Main course 2x Soft Drinks) Sakhumzi Restaurant Vilakazi</li> </ul>	5 PAX

<ul style="list-style-type: none"> <li>Dinner (Main course 2x Soft Drinks) Proud Mary Restaurant</li> </ul>	5 PAX
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## PROJECT F

### REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TWO (2) DAY CONTENT CREATORS FAM TRIP 08-09 MAY 2025.

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a two (2) day Content Creation FAM Trip on the 08-09 May 2025. FAM Trip date subject to change. Exact date to be confirmed with appointed tour operator	
<b>Tour operator is required to provide the following services:</b> <ul style="list-style-type: none"> <li>Vehicle/s (<b>air-conditioned and meeting high end standard</b>) transportation for duration of the tour.</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Rosebank/Sandton Tourist Node)</li> <li>1-night exact dates TBC</li> <li>Bed &amp; Breakfast</li> </ul> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>	8 PAX
<ul style="list-style-type: none"> <li>Fees with for Bicycle/Walking Tour with Curiosity Joburg</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Lunch (Main course 2x Soft Drinks) at 1947 on Vilakazi Street</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Soweto Towers Platform Viewing &amp; Scad Free Fall</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Dinner (Main course 2x Soft Drinks) Pablo House Melville Das Manos Restaurant (booking essential)</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Entrance fee Constitution Hill</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Fees Acrobranch Melrose Arch</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Fees for Canoeing Boat Experience at Zoo Lake</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Lunch at Sakhumzi Zoo Lake (Main course 2x Soft Drinks)</li> </ul>	10 PAX
<ul style="list-style-type: none"> <li>Entrance fees Alto234 for Sunset Experience</li> </ul>	10 PAX

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**PROJECT G**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WORLD UNION OF WHOLESALE MARKETS (WUWM) CONFERENCE FAM TRIP 16 MAY 2025.**

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a for-World Union of Wholesale Markets (WUWM) Conference delegates FAM Trip 16 May 2025.	
<b>Tour operator is required to provide the following services:</b>	1
<ul style="list-style-type: none"> <li>• City Sightseeing Red Bus Hire</li> </ul>	
<ul style="list-style-type: none"> <li>• Entrance Fees Constitution Hill</li> </ul>	75 PAX

**PROJECT H**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR USA BASED TOUR OPERATOR DELEGATES HOSTING 13 MAY 2025.**

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for a for the USA Based tour operator delegates tour on the 13 <sup>th</sup> May 2025.	
<b>Tour operator is required to provide the following services:</b>	60 PAX
<ul style="list-style-type: none"> <li>• Welcome Network Dinner (finger foods &amp; bevarages) at Sanctuary Mandela Hotel</li> </ul>	

## PROJECT I

### AFRICA TRAVEL INDABA (ATI) 2025 NORTH AMERICA TRADE PARTNERS TOUR 09-10 MAY 2025

Description	Quantity
Tour operators are required to facilitate and provide tour operating services for North America Trade Partners Tour 09-10 May 2025 that will be visiting Johannesburg travelling to Africa Travel Indaba (ATI) 2025	
<b>Tour operator is required to provide the following services:</b> Vehicle/s ( <b>air-conditioned and meeting high end standard</b> ) transportation for duration of the tour. (Pick up/drop offs at inner city/Sandton)	15 PAX
Dinner (Main course 2x Soft Drinks) at AURUM Restaurant	15 PAX
Experience Soweto with Book iBoni Bicycle Tours	15 PAX
Lunch (Main course 2x Soft Drinks) Just Badela	15 PAX
Entrance fee at <b>Ekhayalempilo Cultural Retreat</b> Tour Two (2) hour tour	15 PAX
<b>Wits Anglo American Digital Dome/</b> Wits Planetarium	15 PAX
Lunch voucher (Main course 2x Soft Drinks) for <b>The Playground Market</b> in Braamfontein	15 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 TWO (2) DAY MEDIA AND JTC CAMPAIGN INFLUENCERS FAM TRIP PLANNED TO TAKE PLACE ON THE 25- 26 MARCH 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
<b>Tour operator is required to provide the following services:</b> Vehicle/s <b>(air-conditioned and meeting high end standard)</b> transportation for duration of the tour (2 Days).	21 PAX		
Entrance Fee Liliesleaf Farm Museum	21 PAX		
Accredited Tourist Guide (1 day on Day 2 of the tour)	1		

**PROJECT B:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TWO (2) DAYS MEDIA AND CONTENT CREATORS FAM TRIP 24 - 25 April 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
<p><b>Tour operator is required to provide the following services:</b></p> <p>Vehicle/s <b>(air-conditioned and meeting high end standard)</b> transportation for duration of the tour (2 Days). Pick up/drop offs at inner city/Sandton)</p>	20 PAX		
<p>Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Johannesburg inner city)</p> <p>Check-In 24 April 2025 Check-Out 25 April 2025 Bed &amp; Breakfast</p> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>	15 PAX		
<p>Dinner (Main course 2x Soft Drinks) <b>Rand Club Restaurant</b></p>	20 PAX		
<p>Lunch (Main course 2x Soft Drinks) <b>Bertrand Café</b></p>	20 PAX		
<p>Entrance <b>The Johannesburg Ponte Experience</b> Tour with <b>Dlala Nje</b></p>	20 PAX		
<p>Fees <b>Marshalltown Walking Tours (Welcome Johannesburg)</b> with Gerald &amp; Charlie from Local Places</p>	20 PAX		
<p>Entrance fees <b>Wits Anglo American Digital Dome/ Wits Planetarium</b></p>	20 PAX		

Bottled water (still 500 ml per person)	40		
Accredited Tourist Guide (1 Day service on the 26 March 2025 )	1		

**PROJECT C:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES THREE (3) DAYS UK BASED TOUR OPERATOR FAM TRIP 05 – 07 APRIL 2025**

Description	Quantity	Unit Price (R)	Total Price (R)
<b>UK Based Tour Operator Tour FAM Trip 05-07 April</b>			
Vehicle/s ( <b>air-conditioned and meeting high end standard</b> ) transportation for duration of the tour (4 days).	1		
Return Pick up and Drop at the Lanseria Airport Transfers (04 <sup>th</sup> April 2025: 17h15 PM & 07 April 2025) to/from Hotel in Johannesburg	1 PAX		
Lunch (Main course 2x Soft Drinks) at <b>Insights Restaurant</b> Sanctuary Mandela	3 PAX		
Entrance fee at Lilies Leaf Farm Museum	3 PAX		
Entrance fee at Satyagraha House	3 PAX		
Lunch (Main course 2x Soft Drinks) at Salvation Café 44 Stanely	3 PAX		
Entrance fee at Constitution Hill	3 PAX		
Entrance fee at Ekhayalempilo Cultural Retreat 2 hour Tour	3 PAX		
2 hour Tuk Tuk Tour at Lebo's Soweto Backpackers	3 PAX		
Lunch (Main course 2x Soft Drinks) at Lebo's Soweto Backpackers	3 PAX		
Entrance fee at Nelson Mandela House Museum	3 PAX		
Entrance fee at City Skate Tours in Maboneng	3 PAX		
3 Day Accredited Tourist Guide	1		

Bottled water (still 500ml per person)	18		
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**PROJECT D:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE TOUR OPERATING AND GUIDING SERVICES FOR TWO (2) DAY TRAVEL AGENTS FAM TRIP 10 – 11 APRIL 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Two (2) Day Travel Agents FAM Trip (Dates subject to change)			
1 day Vehicle ( <b>air-conditioned and meeting high end standard</b> ) transportation for duration of (Day 2 of the tour). (Pick up/drop offs at inner city/Sandton)	5 PAX		
City Sightseeing Red Bus Tickets Johannesburg (Day 1)	5 PAX		
Lunch (Main course 2x Soft Drinks) at <b>Rand Club</b> at the Mining District (Prebooking required)	5 PAX		
Hot Air Balloon Fees at <b>Air Ventures Hot Ballooning</b>	5 PAX		
Breakfast (2x non-alcoholic drinks) at <b>Cradle Restaurant Boutique Hotel</b>	5 PAX		
Entrance Fee at <b>Maropeng Visitor Centre</b>	5 PAX		
Game Drive at <b>Bothongo Rhino &amp; Lion Nature Reserve</b>	5 PAX		
Lunch (Main course 2x Soft Drinks) at The <b>Thatch Café Restaurant</b>	5 PAX		
Entrance fees at <b>Constitutional Hill</b> (Highlight Tour 1hour)	5 PAX		
Entrance fees at <b>Apartheid Museum</b> (Request a Guided Tour)	5 PAX		

Bottled water (still 500ml per person) x 2 days	20		

**PROJECT E**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR THREE (3) DAY SOUTH AFRICAN AIRWAYS (SAA) DUBAI JOBURG ACTIVATION FAM TRIP TOUR 24-26 APRIL 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Three (3) Day South African Airways (SAA) Dubai Joburg Activation FAM Trip Tour 24-26 April 2025. Date subject to change. Exact date will be shared with appointed tour operator.			
Return Airport Transfers to Hotel	5 PAX		
<ul style="list-style-type: none"> <li>• Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Rosebank/Sandton Tourist Node)</li> <li>• 3 nights exact dates TBC</li> <li>• 2 rooms (couples sharing)</li> <li>• Bed &amp; Breakfast</li> </ul> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>	4 PAX		

City Sightseeing Red Bus Tickets and Soweto Extension tour	5 PAX		
Entrance Fees Apartheid Museum	5 PAX		
Lunch vouchers for The Playground Market in Braamfontein	5 PAX		
Entrance Fees Mandela House	5 PAX		
Lunch (Main course 2x Soft Drinks) Sakhumzi Restaurant Vilakazi	5 PAX		
Dinner Proud Mary Restaurant (Main course 2x Soft Drinks)	5 PAX		

## PROJECT F

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR TWO (2) DAY CONTENT CREATORS FAM TRIP 08- 09 MAY 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Two (2) day Content Creation FAM Trip on the 08-09 May 2025. FAM Trip date subject to change. Exact date to be confirmed with appointed tour operator			
Vehicle (air-conditioned and meeting high end standard) transportation for duration of the tour (2 days).	10 PAX		
<ul style="list-style-type: none"> <li>Accommodation (3/4 Star Tourism Grading Council of South Africa (TGCSA) graded hotel in the Rosebank/Sandton Tourist Node)</li> </ul>	8 PAX		

<ul style="list-style-type: none"> <li>• 1-night exact dates TBC</li> <li>• Bed &amp; Breakfast</li> </ul> <p><b>NB: All rates quoted should not exceed maximum allowable rates for accommodation as per National Treasury Municipal Cost Containment maximum allowable rate for domestic accommodation and meals</b></p>			
Fees with for Bicycle/Walking Tour with Curiosity Joburg	10 PAX		
Lunch (Main course 2x Soft Drinks) at 1947 on Vilakazi Street	10 PAX		
Soweto Towers Platform Viewing & Scad Free Fall	10 PAX		
Dinner (Main course 2x Soft Drinks) Pablo House Melville Das Manos Restaurant (booking essential)	10 PAX		
Entrance fee Constitution Hill	10 PAX		
Fees Acrobranch Melrose Arch	10 PAX		
Fees for Canoeing Boat Experience at Zoo Lake	10 PAX		
Lunch (Main course 2x Soft Drinks) at Sakhumzi Zoo Lake	10 PAX		
Entrance fees Alto234 for Sunset Experience	10 PAX		

**PROJECT G:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR WORLD UNION OF WHOLESALE MARKETS (WUWM) CONFERENCE FAM TRIP 16 MAY 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operating services for a for-World Union of Wholesale Markets (WUWM) Conference delegates FAM Trip 16 May 2025.			
City Sightseeing Red <b>Bus Hire</b>	1		
Entrance Fees Constitution Hill	75 PAX		

**PROJECT H:**

**REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE AND PROVIDE TOUR OPERATING SERVICES FOR USA BASED TOUR OPERATOR DELEGATES HOSTING 13 MAY 2025.**

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operators are required to facilitate and provide tour operating services for a for the USA Based tour operator delegates tour on the 13 <sup>th</sup> May 2025.			
Welcome Network Dinner (finger foods & beverages) at Sanctuary Mandela Hotel	60 PAX		

**Project I**

**AFRICA TRAVEL INDABA (ATI) 2025 NORTH AMERICA TRADE PARTNERS TOUR 09-10 MAY 2025**

Description	Quantity	Unit Price (R)	Total Price (R)
Tour operators are required to facilitate and provide tour operating services for North America Trade Partners Tour 09-10 May 2025 that will be visiting Johannesburg travelling to Africa Travel Indaba (ATI) 2025. Dates subject to change. Exact dates to be confirmed with appointed supplier.			
<b>Tour operator is required to provide the following services:</b> Vehicle/s ( <b>air-conditioned and meeting high end standard</b> ) transportation for duration of the tour.	15 PAX		
Dinner (Main course 2x Soft Drinks) at AURUM Restaurant	15 PAX		
Experience Soweto with Book <b>iBoni Bicycle</b> Tours	15 PAX		
Lunch (Main course 2x Soft Drinks) Just Badela	15 PAX		
Entrance fee at <b>Ekhayalempilo Cultural Retreat</b> Tour Two (2) hour tour	15 PAX		

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**

<b>PRICE</b>	<b>80 points</b>
<b>EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022</b>	<b>20 points</b> <ul style="list-style-type: none"> <li>- Enterprises that are at 51% or more owned by the Black People – 5 points</li> <li>- Enterprises that are at 51% or more owned by the Women – 5 points</li> <li>- Enterprises located within the jurisdiction of the City of Johannesburg municipal area: 10 points.</li> </ul>

**PRICING REQUIREMENTS**

<b>QUOTATION DESCRIPTION:</b>	
<b>REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED AND REGISTERED TOUR OPERATORS TO FACILITATE THE FOLLOWING PROJECTS:</b>	
<ul style="list-style-type: none"> <li>• Project A: Two (2) Day Media and JTC Campaign Influencers FAM Trip 25- 26 March 2025.</li> <li>• Project B: Two (2) Days Media and Content Creators FAM Trip 24 - 25 April 2025.</li> <li>• Project C: Three (3) Days UK Based Tour Operator FAM Trip 05 – 07 April 2025</li> <li>• Project D: Two (2) Day Travel Agents FAM Trip 10 – 11 April 2025</li> <li>• Project E: Three (3) Day South African Airways (SAA) Dubai Joburg Activation FAM Trip Tour 24-26 April 2025</li> <li>• Project F: Two (2) Day Content Creators FAM Trip 08- 09 May 2025</li> <li>• Project H: World Union of Wholesale Markets (WUWM) Conference FAM Trip 16 May 2025</li> <li>• Project G: US Based Tour Operator Hosting 13 May 2025</li> <li>• Project I: North America Trade Partners 09 – 10 May 2025</li> </ul>	
<b>Pricing</b>	<b>(R)</b>
<b>Sub Total Price</b>	
<b>Vat 15% (if applicable)</b>	
<b>Total Quoted Price (Inclusive of VAT)</b>	

**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. Failure to provide Public Operating License for vehicle/s that will be used.
3. Failure to provide valid passenger liability insurance.
4. Failure to provide Drivers' valid Public Driving Permit (PDPs) for drivers.
5. Failure to provide valid 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 FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
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\*\*(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 state<sup>1</sup>.
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, shareholder<sup>2</sup>):.....
  - 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. ....  
.....

<sup>1</sup>MSCM 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.

<sup>2</sup> 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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = 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 ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
<b>GOAL 1: DESIGNATED GROUP</b>			
Business/ enterprise owned by 51% or more <b>Black People</b>	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	<b>5</b>	
Business/ enterprise owned by 51% or more <b>Women</b>	CSD Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	<b>5</b>	
<b>GOAL 2: SPECIFIC GOAL</b>			
Enterprises located within the jurisdiction of the City of Johannesburg	CSD Report and Proof of municipal account	<b>10</b>	

**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](http://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

5.3.1 If so, furnish particulars:

5.4 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

1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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