



TOURISM KWAZULU-NATAL INVITES ELIGIBLE SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATION	
REQUEST FOR QUOTATION	
REQUISITION NUMBER	10505
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE FEASIBILITY STUDY AND BUSINESS PLANNING FOR THE PROPOSED MANYISENI LODGE DEVELOPMENT PROJECT IN JOZINI
CLOSING DATE AND TIME	28 NOVEMBER 2023 @ 16H00
CSD No.	<hr/>
SUBMISSION DETAILS	Email Submission: quotes@zulu.org.za OR Hand Delivery: Tourism KwaZulu-Natal 2 nd floor, Ithala Trade Centre Building, 29 CanalQuay, Point, Durban (Document must be inserted into the <u>Bid Box</u>) <i>Late submissions will not be accepted</i>
SCM ENQUIRIES	Contact: Kiara Mohan Tel / Email: 031 366 7563 Kiara@zulu.org.za
TECHNICAL ENQUIRIES	Contact: Abie Wentzel Tel / Email: 031 366 7525 Abie@zulu.org.za

NAME OF BIDDER.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TOURISM KWAZULU-NATAL (TKZN)					
BID NUMBER:		CLOSING DATE: 28 November 2023		CLOSING TIME:	16h00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
2nd Floor, Ithala Trade Centre Building					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided– (not to be re-typed) or online				
1.3 Quotations above R2000 will be evaluated based on functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 TKZN reserves the right to enter negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 TKZN shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 TKZN will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 TKZN will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer’s profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where No Tax Compliance status (TSC) or pin is availablebut the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p>				
<p>1.10 The bidder has examined the information provided in the bid documents and x sizeer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. Bidder must confirm the availability of the proposed team members. The bidder confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date</p>				
<p>1.11 TKZN's business of conduct and ethics: 1.11.1 Relationships with customers and suppliers - To ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of TKZN, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p>				

B. ADMINISTRATIVE COMPLIANCE

<u>2. STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<p><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p>2.1 Mandatory</p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 prior to the award of the bid;</p> <p>2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				
<p>3. <u>STAGE TWO: PRICE AND PREFERENTIAL/SPECIFIC GOALS</u> – 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.</p>				

3.1 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage Stage 1 of the evaluation (Mandatory requirements)				
<p>3.2 In line with Preferential Procurement Regulations 2022 and TKZN Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms Historically Disadvantaged Individuals:</p> <p>a) ≥51% Ownership by Black People- 8 points</p> <p>b) ≥51% Ownership by Black Youth- 4 points</p> <p>c) ≥51% Ownership by Black People who have disabilities- 2 points</p> <p>d) The promotion of enterprises located in KwaZulu-Natal– 6 points</p> <p>The following may be used as proof for claiming preference points:</p> <ul style="list-style-type: none"> • BBEE Affidavit • BBEE Certificate • CIPC • CSD Full Registration Report • SA ID document • A stamped letter from the local councillor or municipal utility bill or Lease Agreement 				
4. ADJUDICATION OF BID				
4.1 The quotation shall be awarded at the sole and absolute discretion of TKZN. TKZN hereby represents that it is not obliged to award this quotation to any bidder. TKZN is entitled to retract this quotation at any time as from the date of issue. TKZN is not obliged to award this quotation to the bidder that quotes the lowest.				
4.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of TKZN regarding this quotation from the date the x sizeer is submitted until the date of award of the quotation.				
5. Awarding of contract				
5.1 The TKZN Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. TKZN's standard terms and conditions will not be negotiated.				
5.2 TKZN reserves the right to award this quotation in full or part				

C. SPECIFICATION/ TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO UNDERTAKE FEASIBILITY STUDY AND BUSINESS PLANNING FOR THE PROPOSED MANYISENI LODGE DEVELOPMENT PROJECT IN JOZINI

1. BACKGROUND

- 1.1 Tourism KwaZulu Natal was approached by Mr Maver Hadebe from the Manyiseni Community to assist them with the development of their community-based project. He wanted assistance with a feasibility and the business plan for the proposed Manyiseni accommodation.
- 1.2 The Manyiseni Site is located at the Plateau of Manyiseni at Lebombo Mountain far north of KZN in the Manyiseni area, about 100 meters from the main road, under the Jozini local Municipality which is within the uMkhanyakude District Municipality. It is under the Mathenjwa Tribal Authority. The project has been registered as a Manyiseni campsite Pty Ltd and is headed by two very energetic local member of the community, who are also the youth, Mr MM Hadebe and Mr TI Ndwandwe.
- 1.3 The area is closer to popular attractions in the region. Some of the attractions are the Ngodini Border Caves, Usuthu River, Usuthu Gorge Game Reserve and Ndumo Game Reserve. Also, from the site one can be able to view two other countries which are Swaziland and Mozambique. The area is popular due to its natural heritage of bountiful mountains, flowing rivers and is about less than 100 km from the beach dams. Whilst many tourism facilities in the area have taken advantage of have beauty mountains, the water-aspect has not been truly exploited.
- 1.4 At the moment the area is very popular with campers however it has limited facilities. The campsite is used by campers who come to the area for various adventure activities. The types of adventure activities that most visitors are engaging in are Hiking, Cycling, Active Travel, Car Cable. They usually book campsites for a very short period maybe a day or two due to lack of accommodation facilities with some of them that suit their needs.
- 1.5 The Manyiseni Camp site company has managed to contact various stakeholders who have committed themselves to assist with the project. The Traditional Authority has given them the land officially and awaiting a lease agreement from the Ingonyama Trust. The local municipalities are also in support of the project. The Project proponents have also approached the Independent Development Trust (IDT,) who have expressed their willingness to fund the project provided there is relevant documentation to back it up. However, the only document that is holding the development of the project is the feasibility study and a business plan.
- 1.6 It is for this reason that TKZN is seeking suitable service providers who will conduct the identified studies that will enable the Manyiseni Lodge project to be developed and ready for investment.

2. OBJECTIVES

- 2.1 To appoint a professional and reputable service provider to produce feasibility study report and comprehensive business plan for the proposed Manyiseni lodge project.

3. SCOPE OF WORK

The successful service provider will undertake detailed feasibility study and business planning for the proposed development. The scope of work shall be broken down as follows:

3.1 Tourism Market Assessment

The tourism market analysis will include but not limited to most of the following work items and activities:

- 3.1.1 Conduct market analysis to determine the current supply and demand for the proposed development/product. This analysis should make provision for potential market segments, competitors, market share and overall tourism performance of similar establishments.

3.1.2 Prepare and complete market assessment report for consideration by key stakeholders and the client.

3.2 *Financial Analysis*

The financial analysis shall include but not limited to the following items and activities:

3.2.1 Conduct financial analysis giving detailed picture of the costs involved in starting up the development, annual operating costs, projected income and the means of financing the

operation. This analysis should determine whether the project is financially viable or whether changes are needed either to the initial concept or to the financing arrangements.

3.2.2 Develop a feasibility study and financial plan for the project that makes provision for capital development costs, projected income statement, projected cashflow and working capital needed as well as financing methods.

3.3 Design and Documentation

The detailed design and documentation shall include but not limited to the following items and activities.

3.3.1 . Development of the design, consult stakeholders and undertake tasks to complete as required.

3.3.2 . Prepare conceptual architectural, engineering and services drawings, and estimates on quantities and specifications.

3.3.3 Advice on necessary applications and documentation with the respective regulatory authorities and agencies for permits and approvals.

3.4 *Business Plan Development*

The comprehensive business plan development shall include but not limited to the following items and activities:

3.4.1 Based on research and sound assumption, develop a comprehensive business plan making provision for intended products/services, marketing plan, financial plan, management plan, operational plan, project schedule, and staffing plan.

3.4.2 The business plan is the basis for submission to lenders and investors. Make sure that presented estimates of future profitability are based on research and sound assumptions.

4. **Skills and Competencies**

The interested service provider must possess, amongst its team members, and demonstrate the following set of skills, competences and experiences.

Competencies	Description
Tourism specialist and Feasibility testing	The service provider must be able to demonstrate qualifications, experience and the ability to perform environmental, market, technical, economic and financial analysis to establish the economic relationship between factors influencing the cost of a development on the one hand, and the estimated return from the project that a client could expect.
Market Research	The service provider must be able to demonstrate qualifications, experience and the ability to conduct market research for tourism establishments.
Business Planning	The service provider must be able to demonstrate qualifications, experience and the ability to plan tourism and resort development project.

Quantity surveying	Service provider must be able to demonstrate qualifications, experience and the ability to measure from the designs and prepare bills of quantities as well as determining the quantity of materials and resources that would be required to complete the proposed development.
Project Management	Qualifications and experience in managing or providing advisory in contract practice, development/project briefs, leading projects, people and teams, managing projects, programming and planning
Development Planning	Service provider must be able to demonstrate qualifications, experience and the ability to conduct planning and development management or spatial planning policy and infrastructure.

Over and above the above skills set, the service provider must demonstrate the following competencies in their respective fields such as:

- 4.1 Be up to date with all relevant tourism sector legislative and legal prescripts.
- 4.2 Ability to conduct research and data management.
- 4.3 Experience in training and skills development initiatives.
- 4.4 Knowledge of destination marketing in the digital age.
- 4.5 Experience in sourcing of office space and equipment for office use.
- 4.6 Experience in developing sound financial models.
- 4.7 Knowledge in project management as well as an analysis and development of strategies.
- 4.8 Knowledge of tourism policies and prescripts that are relevant for the sector such as The White Paper on the Development and Promotion of Tourism, KwaZulu-Natal Tourism Act of 1996, National Tourism Sector Strategy (NTSS), KZN CTO Strategy, and other relevant legislation in local government.
- 4.9 Qualified and experienced personnel to respond to the proposal with proven track record.
- 4.10 Identification of risks areas in strategies and proposition of corrective actions thereof.
- 4.11 Excellent communication and writing skills.
- 4.12 Experience in and sufficient understanding of the project to ensure that all reasonably and foreseeable legal pitfalls are identified and addressed
- 4.13 Technical ability to interpret and analyse data.
- 4.14 Demonstration of initiatives and strategies the service provider will be using and will use to ensure cost saving for the project.

6. QUOTATION REQUIREMENTS

6.1 Technical proposal

The technical proposal should comprise the following elements:

- 6.1.1 Understanding of the assignment and scope of work.
- 6.1.2 Experience of the service provider including relevant track record, reputation, references letters on letterhead of clients, and experience of conducting similar work.
- 6.1.3 Proposed project team profile and other key members of the team.
- 6.1.4 Detailed project execution plan, including task definition and allocation, project timeframes / timetable and milestones as well as feedback and reporting plan to TKZN.

6.2 Financial proposal

The budget breakdown will include a cost estimate for the contract period of 3 months, which must include the following:

- 6.2.1 Related assumptions and itemised budget.

- 6.2.2 Fees must be quoted at an all-inclusive rate for the different levels of proposed resources to be utilized; and
- 6.2.3 Fees must indicate if they are inclusive of VAT or not.
- 6.2.4 All administration cost such as accommodation, travel, subsistence, etc. for the duration of the project.
- 6.2.5 To show the total cost per deliverable.
- 6.2.6 To give final totals.

7. CONTRACT PERIOD

- 7.1 The contract will be for a period of up to three (3) months.

8. NON-APPOINTMENT

TKZN reserves its rights either NOT to make an appointment and/or appoint the bidder based on the SCM process. TKZN also reserves its right to negotiate the final price of those bids deemed technical compliant. For Technical Enquiries Contact: Vukile Khuzwayo via email Vukile@zulu.org.za

9. APPLICATION RULES

- 9.1 Expenses incurred:
Neither Tourism KwaZulu-Natal nor any organ of state will be held liable for any expense incurred by the applicants.
- 9.2 Confidentiality:
The contents of the quotation will be kept strictly confidential by the Authority and its advisors.
- 9.3 Information Contained in this document:
The information/data provided in this document, together with any subsequent issue of addenda of information/data is given in good faith for the guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such information.
- 9.4 Joint Venture
Where suppliers are unable to provide all services, it shall be permissible to undertake joint ventures with suitably qualified service providers. In such case all parties will be jointly and severable liable as a single entity in fulfilling the required services. Details of joint ventures must be clearly referenced.
- 9.5 Further information
The Tourism KwaZulu-Natal reserves the right to seek further information from the applicants, as it considers necessary.

10. INTELLECTUAL PROPERTY RIGHTS

- 10.1 It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful service provider during and after the completion of the project at hand.
- 10.2 An appointment will be made in terms of the procurement policy of Tourism KwaZulu-Natal. **Please note: No proposals will be accepted after the closing time.**

11. REPORTING

The service provider appointed shall report directly to the Project Manager, Tourism Development, who in turn reports to the GM Tourism Development.

12. EVALUATION CRITERIA

12.1 The evaluation criteria for functionality shall be as per the table below:

Criteria	Requirements from service providers	Weighting
<p>Company competency and capacity</p>	<p>Company's cumulative years' experience in feasibility studies, business planning, and project management. Attach relevant references of current and previous work done.</p> <p>To score points bidders must submit positive reference letter of current and previous work done.</p> <p>NB: The reference letters should include:</p> <ul style="list-style-type: none"> • Project type, • Project duration, • Role played in the project and • Contact details of referees. <p>a. Three (3) or more positive reference from contactable clients = 40 points</p> <p>b. Two (2) positive reference from contactable clients = 30 points</p> <p>c. One (1) positive reference from contactable clients = 20 points</p> <p>d. No positive reference letter = 0 points</p>	<p>40</p>
<p>Project team competency</p>	<p>All personnel submitted by the bidder cannot be changed without prior approval from the employer.</p> <p>The qualification and experience of key personnel allocated to the project responsible for various functions, on behalf of the Service Provider, will be evaluated in relation to his/her academic and professional qualifications and experience on projects having scope of work relevant to this project as presented below. For foreign qualifications, a SAQA certificate must be submitted.</p> <p>A CV of each of the Key personnel of no more than 5 pages should be submitted.</p> <p>The CV's of individuals will be used for evaluation of each of the personnel for this section.</p> <p>EXPERTISE OF KEY PERSONNEL ALLOCATED TO THE PROJECT 40 POINTS</p> <p>Breakdown of Points</p> <p>The team should include:</p> <ul style="list-style-type: none"> ▪ Tourism Development and Management Expert = Feasibility testing ▪ Quantity Surveyor = Quantity surveying, costs estimates ▪ Town and Regional Planner = Planning and Development ▪ Project Management Manager = Managing scope, 	<p>40</p>

	cost, and time	
	<p>A. FEASIBILITY TESTING = 10 TOTAL POINTS</p> <p>Competency:</p> <p>Experience = 5 points</p> <p>Number of relevant years of experience</p> <p>a) Below 5 years = 1 points b) Above 5 up to 7 years = 2 points c) Above 7 up to 10 points = 3 points d) Above 10 years = 5 points</p> <p>Qualification = 5 points</p> <p>a) National Diploma in Tourism Management and Development Studies /NQF Level 6 or equivalent certificate in the same field = 3 points b) Bachelor's degree in Tourism Management and Development Studies/ NQF Level 7 or equivalent certificate in the same field = 5 points</p>	
	<p>B. QUANTITY SURVEYOR = 10 TOTAL POINTS</p> <p>Competency:</p> <p>Experience = 5 points</p> <p>Number of relevant years of experience</p> <p>a. Below 5 years = 1 points b. Above 5 up to 7 years = 2 points c. Above 7 up to 10 points = 3 points d. Above 10 years = 5 points</p> <p>Qualification = 5 points</p> <p>a. National Diploma in Quantity Surveying/ NQF Level 6 or equivalent certificate in the same field = 3 points b. Bachelor's degree in quantity surveying/NQF Level 7 or equivalent certificate in the same field = 5 points</p>	
	<p>C. PROJECT MANAGEMENT MANAGER = 10 TOTAL POINTS</p> <p>Competency:</p> <p>Experience = 5 points</p> <p>Number of relevant years of experience</p> <p>e. Below 5 years = 1 points f. Above 5 up to 7 years = 2 points g. Above 7 up to 10 points = 3 points</p>	

	<p>h. Above 10 years = 5 points</p> <p>Qualification = 5 points</p> <p>c. National Diploma in Project Management or equivalent certificate in the same field = 3 points</p> <p>d. Bachelor's degree in Project Management or equivalent certificate in the same field = 5 points</p>	
	<p>D. PLANNING AND DEVELOPMENT = 10 TOTAL POINTS</p> <p>Competency:</p> <p>Experience = 5 points</p> <p>Number of relevant years of experience</p> <p>a. Below 5 years = 1 points</p> <p>b. Above 5 up to 7 years = 2 points</p> <p>c. Above 7 up to 10 points = 3 points</p> <p>d. Above 10 years = 5 points</p> <p>Qualification = 5 points</p> <p>a. National Diploma in Town and Regional Planning/ NFQ Level 6 or equivalent certificate in the same field = 3 points</p> <p>b. Bachelor's degree in Town and Regional Planning / NQF Level 7 or equivalent certificate in the same field = 5 points</p>	
<p>Approach methodology</p>	<p>&</p> <ul style="list-style-type: none"> • Proposal should clearly show how the service provider will conduct the detailed market assessment, design development and comprehensive business planning regarding to the practical methodology to be used • Clear project approach that demonstrates the understanding of the project objectives • Clear and realistic timeframes, project tracking and communication tools (project timeline with milestone) • Coherence in the overall project and implementation. • Provide a stakeholder mapping. <ul style="list-style-type: none"> • Proposal displays clear understanding of the terms of reference, clear on how results will be achieved on the constructs and provides sufficient proof of ability to achieve these = 20 points • Proposal displays clear understanding of the terms of reference, clear on how results will be achieved but does not provide sufficient proof of ability to achieve these (past successes, letters of intent, etc.) = 14 points 	<p>20</p>

	<ul style="list-style-type: none"> • Proposal shows understanding of terms of reference but not clear on how results will be achieved on the proposed constructs =7 points • No proposal/ proposal reflects poor understanding of the terms of reference = 0 points 	
Total		100
Minimum qualifying score- A bidder scoring below 70 points in quality will be considered as disqualified for evaluation and will be discarded from any further evaluation.		

D. PRICING SCHEDULE

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring.

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

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date
.....
Position	Name of bidder

SBD 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

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 under consideration

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
≥51% ownership by Black People	8 points	
≥51% ownership by Black Youth	4 points	
≥51% ownership by Black People who have disabilities	2 points	
The promotion of enterprises located in KwaZulu-Natal	6 points	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) 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 have –
 - (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.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

