REQUEST FOR QUOTATION

RFQ Number	JTC0007/2026-27 (READVERTISEMENT)
REQUEST FOR PROPOSALS FROM SUITABLY QUALIFIED SERVICE PROVIDERS TO CONDUCT AN AUDIT OF SIGNAGE REQUIREMENTS ACROSS THE ELEVEN (11) THEMATIC ROUTES OF THE CITY OF JOHANNESBURG.	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	**11 NOVEMBER 2026**
Closing date:	**23 NOVEMBER 2026**
Closing time:	**10h00**
Compulsory requirements	Bidder must: ▪ **quote for all items in the pricing schedule**
Briefing meeting date	**Date: 16 November 2026** **Time: 10h30 -12h30** **Compulsory briefing to be held online (meeting link to be requested from** zuqhamem@joburgtourism.com
Quotations may be deposited in bid box at: **Sandton Library Offices** **Nelson Mandela Square** **West Street, Sandton** **NB: No emailed quotes will be attended to**	Quotations will be received on the closing date and time shown and must be enclosed in a sealed envelope, bearing the applicable quotation description and reference number as well as the closing time and due date, for the attention of: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the stipulated address at the time indicated and **no late submissions will be received.**
Procurement Enquiries	PhutiM@joburgtourism.com
Technical Enquiries	zuqhamem@joburgtourism.com

ENTITY DETAILS

Entity Type (tick/specify details)	**Private**	**Partnership**	**Close Corporation**	**Sole Proprietor**
	Other (specify)			
Entity Name	**Legal Name**			
	Trading as			
Entity Registration No.				
City of Johannesburg / JTC Vendor Registration No (if in possession)				
National Treasury Central Supplier Database No (Compulsory)				
Income Tax No.				
VAT Reference No. (if applicable)				
Entity Street Address				
	Postal Code			
Contact Details of the Person Representing the Entity	**Name**			
	Telephone			
	Cell phone			
	E-mail address			

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 on 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 price item, 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 whole quotation 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 the South African currency (SA rand), with 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 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 an Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof and the invoice are not submitted to the Johannesburg Tourism Company that cover was taken out within 14 days after the order has been placed, 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 request for 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 during the consultancy service is vested in the Johannesburg Tourism Company

22. False declaration on municipal bidding document forms (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_____

FORM E:
SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

1. Introduction & Overview

The Joburg Tourism Company (JTC) is a destination management organisation (DMO) of the City of Johannesburg, dedicated to promoting the destination's tourism growth. Its primary function is to promote Joburg as a business, lifestyle, sport and leisure destination. Its operations include fostering tourism development to stimulate economic growth and promote spatial integration through effective tourism planning anchored on its Tourism Spatial Development Framework.

In this regard, the City has mapped out 11 thematic routes to highlight the City's value proposition in heritage, sports, arts and culture. The thematic routes span a wide geographical footprint designed to foster spatial integration by linking the inner city with the peripheral tourism nodes across the city in order to create a unified urban corridor that stimulates local tourism economies. These nodes include Soweto, Sophiatown and other sites spread within the wider metropolitan jurisdiction. The development and activation of thematic routes require the provision of adequate infrastructure (both hard and soft), including directional and wayfinding signage. Hence, the JTC is undertaking a comprehensive audit of signage requirements involving primarily the assessment of the physical state of existing signs and identification of locations where new installations are required. Towards this end, the entity is embarking on this request for quotations from qualified service providers to conduct an audit of signage requirements across the eleven (11) thematic routes.

2. Project Background

As part of fulfilling its tourism development mandate, the JTC has recently embarked on a process of developing thematic routes across the City of Johannesburg. The new thematic routes strategically cover major tourism nodes and precincts through precise geospatial mapping. Each route is defined by a distinct theme, encapsulating its unique character and core value proposition. The routes are laid out as follows:

	ROUTE	THEME	SITES
1.	Mining Heritage Route	History of mining in the City.	• Main Street (anchor site) • Leaping impala public art • Mining Headgear • Monument to the Black Mineworker • Mapungubwe Rhino Statue

			• The Rand Club • National Union of Mine Workers (NUM) Building. • Underground tunnel • Top of Africa Carlton Centre (Temporary Closed) • Kwa Mai-Mai Traditional Market • Faraday Taxi Rank. • Old Johannesburg Stock Exchange Building • Old Park Station • New Park Station • Gold Reef City Theme Park
2.	Newtown Route	Arts and Culture	• Workers Museum (anchor site) • Sci-Bono Science and Discovery centre • Mary Fitzgerald Square • Museum Africa • Market Theatre • Statue of Kippies Moeketsi (Public Art) • Statue of Brenda Fassie (Public Art)
3.	Human Rights Route	Human Rights	• University of Johannesburg • Wits University Archives • Constitution Hill (anchor site) • Enoch Sontonga Memorial Park • Mandela Bridge • Chancellor House • Gandhi Square • Council Chamber • St. Martin's School
4.	Sophiatown Route	Forced Removals	• Dr A.B Xuma House and Archbishop Trevor Huddleston Memorial Centre (anchor site) • St. Josephs Home • Church of Christ the King Anglican Church • Reverend Frederick Modise's House • The Chief's House • Saint Joseph's Home for Children
5.	Vilakazi Street Route	Political Resistance	• Hector Pieterson Memorial and Museum (anchor site) • Zeph Mothopeng House • House of Mbuyisa Makhubu • Mandela House (Nobel Peace Prize Laureate)

			• Tutu House (Nobel Peace Prize Laureate) • June 16 Interpretation Centre
6.	Soweto Culture	Soweto Culture	• Eyethu Heritage Hall • Credo Mutwa Cultural Village and Openheimer Tower • Ekhayalempilo Retreat • Soweto Towers
7.	Liberation Heritage Route	Liberation Heritage	• Constitution Hill • Chancellor House • Enoch Sontonga's grave • Apartheid Museum • Nelson Mandela Centre of Memory • Liliesleaf • Dr AB Xuma House • Satyagraha House • Tolstoy Farm • Avalon Cemetery • Walter Sisulu Square (Kliptown) • June 16 Memorial Acre • Regina Mundi Church • Sobukwe House • Mandela House • Kholvad House • Charlotte Maxeke House
8.	Museums and Arts	City Treasures	• Johannesburg Art Gallery • Keys Art Mile • Apartheid Museum • Goodman Gallery • James Hall Museum of Transport • Johannesburg Holocaust and Genocide Centre • Bensusan Museum of Photography • Noordgesig Public Art(murals) • Great Wall of Eldos • Silverton Siege Monument • Wits Art Museum • Roodepoort Museum • South African National Museum of Military History • Hector Petersen Museum • Mandela Museum • ABSA Money Museum • Alex Heritage Museum

			• Museum of Illusions • Johannesburg City Library • Lindfield Victorian House Museum • Desmond Tutu Heritage Precinct • The Cathedral Church of St Mary the Virgin
9.	Sports Tourism Route	Sports Tourism	• Kyalami Grand Prix Circuit • Wanderers Cricket Stadium • Killarney Golf Course • Houghton Golf Course • Ellis Park Stadium • Johannesburg Stadium • Turfontein Horse Racecourse • FNB Stadium (Soccer City) • Orlando Stadium • Soweto Golf Course • Elkah Stadium
10.	Jozi Musical Journey	Performing Arts and Music	• Downtown Studios • Dorkay House • Joburg Theatre • Market Theatre • Kippies Jazz Club • Sophiatown • Soweto Theatre • Marabi Jazz Club
11.	Eco tourism Experience	City's natural endowments	• Johannesburg Zoo • The Wilds Nature Reserve • Kloofendal Nature Reserve • Klipriviersberg Nature Reserve • Thaba Eco Hotel • Thaba Eco Farm • Thaba Eco Park • SOJO Helping Hands Foundation Urban Farm • Johannesburg Botanical Gardens • Walter Sisulu National Botanical Gardens

3. Objectives

- The project aims to assist the City (Johannesburg Tourism Company) to gain an understanding of signage requirements across the thematic routes. Identify

deficiencies (e.g., missing signage, regulatory non-compliance, poor visibility) and provide a layout plan with the required data and remediation signage to be implemented. The expected output is a comprehensive Signage Audit Report containing a list and location of old and dilapidated signs that need to be replaced and further identifying locations for new installations, while providing detailed information in terms of:

- Sign condition
- Structural integrity
- Regulatory and Legislative Compliance.
- Assessment of all existing regulatory, warning and guidance route signs along the eleven (11) thematic routes.

4. Scope of Work

The service provider will be appointed to assess signage requirements across the eleven (11) thematic routes and deliver a **Signage Audit Report** detailing the following outcomes:

i. Assessment of the physical state of existing signs across the routes and compliance with applicable City of Johannesburg bylaws and the South African Traffic Signs Manual. Assessment of the structural integrity of infrastructure supporting existing signs, e.g. posts and poles.

ii. Identification of obscured signs, vandalised signs, outdated branding and incorrect arrows.

iii. Identification of building entrances/tourism sites requiring the installation of new signage and/ or information boards.

iv. Identify sites where new installations, repairs, and replacements are required, with dimensions and costing. COJ will provide GPS coordinates.

v. Audit the sequence of signs to ensure logical navigation so that drivers can easily process at posted speeds, avoiding sign overload or sudden, dangerous manouvers.

5. Deliverables

The service provider(s) must deliver:

5.1 Inventory and Asset Mapping

- Locate and log every existing tourism wayfinding and directional sign.
- Record dimensions, materials and photo evidence.

5.2 Compliance and Standards Review

- Assess alignment of existing signs with South African Road Traffic Signs Manual standards and applicable municipal bylaws.
- Evaluate accessibility compliance including font sizes, contrast, height placements, etc.

5.3 Gap Analysis

- Evaluate physical conditions of existing signs such as weathering, vandalism and structural integrity.
- Flag signs currently encroaching on private property that require formal encroachment agreements or relocation.
- Identify structural gaps where motorists lose clear continuity, especially near major decision points, intersections and highway exit ramps

5.5 Synthesisation and Reporting

Provide a comprehensive audit report incorporating the deliverables mentioned above, including:

- Compliance gaps in terms of the South African Road Traffic Signs Manual and City of Johannesburg bylaws.
- Asset condition Register : provide a comprehensive spreadsheet including photos, condition grades and location data for every audited sign.
- Signage prioritisation matrix.
- Dimensions and Cost estimate.
- Implementation plan with timeframes.
- Route map/ layout plan detailing where to remove, replace or install new regulatory, warning and route guidance signs.

6. Geospatial and Cadastral Data

The City of Johannesburg maintains an internal Geographic Information System and spatial geodatabase. The Municipality will make its existing localized cadastral GIS datasets available to the successful bidder upon contract award to support project execution.

7. Duration

The contract period is 6 months from the date of appointment and issuance of the purchase order, up to execution of all deliverables.

7.1 Fees and payments

No advance payments will be made.

PRICING SCHEDULE – FIRM PRICES

Bidder's Name:

_____

- Johannesburg Tourism Company is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.

- Offers to be valid for 30 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.

- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the B-BBEE certificate of the subcontractor**.**

- The quotation will be evaluated on the 80/20 preference point system in line with PPPFA Regulations, 2022.

- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.

- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.

- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____

- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead/template.**

SCHEDULE OF PRICES/RATES

Quotation Description: **REQUEST FOR PROPOSALS FROM SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT AN AUDIT OF SIGNAGE REQUIREMENTS ACROSS THE ELEVEN (11) THEMATIC ROUTES OF THE CITY OF JOHANNESBURG.**	
Pricing	**(R)**
Subtotal Price (excluding VAT)	
VAT 15% (if applicable)	
Total Quoted Price (inclusive of VAT)	

PRICING SCHEDULE

ITEM	QUANTITY	UNIT PRICE excl VAT	TOTAL PRICE excl VAT
1. Inventory and Asset Mapping	1		
2. Compliance and Standards Review	1		
3. Gap Analysis	1		
4. Synthesisation and Reporting	1		
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

RETURNABLE DOCUMENTS, DISQUALIFICATION CRITERIA & CONDITIONS OF AWARD

RETURNABLE DOCUMENTS

Checklist documents and requirements should be attached and submitted with the bid at submission.

1. Quotation on company letterhead.
2. All parts must be quoted. (If there is an omission of any part or parts will result in disqualification.)
3. Valid certified BBBEE certificate or affidavit.
4. Valid Tax Clearance certificate.
5. CSD registration number to be filled in on the front page of the RFQ in clear handwriting.
6. Completed RFQ including the municipal bidding documents (MBDs).
7. Municipal Account not in arrears for more than 90 days for all directors or lease agreement if leasing a property, or an affidavit if the company and directors are neither leasing nor own a property.
8. Municipal Account not in arrears for more than 90 days for the company, with the address appearing on the CSD report or lease agreement if leasing a property or an affidavit if the company are neither leasing nor owns a property.
9. Certification of documents must be within three (3) months. Documents older than three (3) months certification will not be accepted.

EVALUATION CRITERIA

Phase one:

COMPLIANCE TO THE RFQ REQUIREMENTS

This entails evaluation of compliance with the bid conditions as outlined in the bid document, submission of the required returnable documents, full and proper completion of the RFP document and submission of the proposal document in line with the conditions spelt out in the bid document.

Phase two

FUNCTIONALITY

Only bidders that are deemed to be responsive in terms of compliance evaluation (phase one) will be evaluated in phase two. All proposals that will score less than sixty-five points (65 points) out of one hundred (100) points for functionality will be considered non-responsive. Joburg Tourism reserves the right to verify the authenticity of assertions made by bidders in the bid submissions/proposals.

Criteria	Guidance for criteria	Points Allocation
1. Methodology & Approach	**Quality, relevance, and clarity of the proposed methodology and project implementation approach.** Provide a detailed and comprehensive logical plan covering key deliverables and timelines. a) At least four (4) deliverables (20 points) b) At least three deliverables (15 points) c) At least two (2) deliverables (10 points) d) Less than two (2) deliverables (0 points)	20 Points
2. Reference Letters	**Proven experience in signage audits, tourism infrastructure assessments or asset management projects. Bidders must submit signed reference letters on clients' letterhead.** a) Five (5) or more similar projects completed (20 points) b) Four (4) similar projects completed (15 points) c) Three (3) similar projects completed (10 points) d) Less than three (3) projects completed (0 points)	20 Points
3. Qualifications	a) **Project Manager:** Degree in Town Planning or Traffic / Transport Engineering or Civil Engineering (5 points) b) **GIS Specialist:** Diploma in GIS (5 points) c) **Data Specialist**: Diploma in Information Technology (5 points) d) Qualifications not attached (0 points)	15 Points
4. Experience	a) Project Manager with ten (10) years experience in Town Planning, Traffic Engineering or Transport Engineering or Civil Engineering (15 points) b) GIS Specialist with 5 – 10 years experience in spatial asset mapping (10 points) c) Data Specialist with 3 – 5 years experience in spatial data collection, data analysis or coordinate mapping (5 points) d) CVs not attached (0 points)	30 Points
5. Affiliation	Failure to attach proof of Professional Registration will result in zero points awarded for this criterion. a) Project Manager proof of Professional Registration (5 points) b) GIS Specialist proof of Professional Registration (5 points) c) Data Specialist proof of Professional Registration (5 points) d) Proof of Professional Registration not attached (0 points)	15 Points
Total		100 Points

Phase three:

PRICE AND PREFERENTIAL GOALS POINTS

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system. The evaluation in terms of price and preferential goal points will be conducted on responsive bidders.

A maximum of 80 points will be awarded for price and a maximum of 20 points will be awarded in line with the City's Preferential Goals in terms of the Preferential Procurement Regulations 2022 as follows:

Preferential Goals	**Number of Points**	**Means of verification**
Business owned by 51% or more – Black People	3	CSD, valid BBBEE Certificate/Affidavit sworn under oath, ID Copy of owner/s of the business and shareholders certificate
Business owned by 51% or more – Women	3	CSD, ID Copy of owner/s of the business and shareholders certificate
Business owned by 51% or more – Black Youth	2	CSD, valid BBBEE Certificate/Affidavit sworn under oath, ID Copy of owner/s of the business and shareholders certificate
Business owned by 51% or more – black people with disabilities	2	CSD, ID Copy of owner/s of the business and shareholders certificate
Enterprises located within the jurisdiction of the City of Johannesburg Metropolitan Municipality	5	CSD and proof of Municipal accounts / Letter from Ward Council confirming business address
SMMEs (An EME or QSE)	5	CSD and BBBEE Certificate/Affidavit sworn under oath.
Maximum Points	**20**	

DISQUALIFICATION CRITERIA

1. Failure to complete and signed form of bid.
2. Failure to complete the Johannesburg Tourism Company pricing schedule in full.
3. Failure to attach a letter confirming errors or alteration in the price schedule.

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. The quotation shall be awarded at the sole and absolute discretion of JTC. JTC hereby represents that it is not obliged to award this quotation to any bidder. JTC is entitled to retract this quotation at any time from the date of issue. JTC is not obliged to award this quotation to the bidder that quotes the lowest price.
6. Successful bidder will be required to enter into a service level agreement with JTC on delivery of the required service.

Disclaimer:

The successful bidder shall be expected to have ***sufficient cash flow*** *to project manage the work from beginning to end,* ***since the JTC shall not offer upfront payment for any work to be done. Payment will be made upon submission of invoice/s for completed project/s.***

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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 Owner of the Bidding Entity:

……

3.2 Identity Number if applicable:

……

3.3 Position occupied in the Company (director, trustee, shareholder[2]):

……

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? **(Tick applicable box)**

YES	NO

3.8.1 If yes, furnish particulars.

……

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars……..…….....

3.10 Do you have any relationship (close family member, partner or associate) with persons in the
service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.10.1 If yes, furnish particulars

……

3.11 Are you aware of any relationship (close family member, partner or associate) 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?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars……

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars ……

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principal shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars……

3.14 Do you or any of the directors, trustees, managers, principal 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?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

……

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

[1]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.

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

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

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1. **GENERAL CONDITIONS**

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

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

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

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

(a) Price; and

(b) Specific Goals.

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

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. **DEFINITIONS**

(a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.2 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

Pmin = Price of lowest acceptable tender

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

3.4 POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

3.5 POINTS AWARDED FOR SPECIFIC GOALS

3.6 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:

3.7 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)
GOAL 1: DESIGNATED GROUP			
Business/ enterprise owned by 51% or more **Black people**	CSD, Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	**3**	

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)
Business/enterprise owned by 51% or more **Women**	CSD, Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	**3**	
Business/ enterprise owned by 51% or more **Black Youth**	CSD, Valid BBBEE Certificate/ Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate	**2**	
Business/ enterprise owned by 51% or more- **Black People with Disabilities**	CSD, ID Copy of owner/s of the business and shareholders certified	**2**	
GOAL 2: SPECIFIC GOAL			
Enterprise located within the jurisdiction of the City of Johannesburg Metropolitan Municipality	CSD and proof of municipal accounts/letter from Ward Council confirming business address	**5**	
SMMEs (EME or QSE)	CSD Report and BBBEE certificate /Affidavit Sworn under oath	**5**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4. Name of company / firm ……

5. Company registration number: ……...

6. 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. 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 BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids 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 bid of any bidder may be rejected if that bidder, 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. wilfully 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 bid. (tick applicable box)

Item	Question	Yes	No
4.1	**Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?** **(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **(To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	**Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?**	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder 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 bidder 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 comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME) ……

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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**
…….	…….
Capacity	**Name of Bidding Entity**

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form "I" must form part of all bids[1] invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

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

4. This Form "I"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 must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by: **Johannesburg Tourism Company** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorised 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 authorised 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 organisation, 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[3] 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.

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
.....	.....
Full Names of Person Representing Company	Position in Company

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.....
2. Registration Number……..……
3. Municipality where business is situated ……
4. Municipal account number for rates ……..…..
5. Municipal account number for water and electricity ……..…
6. Names of all directors, their ID numbers and municipal account number.
   a) ……
   b) ……
   c) ……
   d) ……
   e) ……
   f) ……
   g) ……

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