



TERMS OF REFERENCE:

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST GTA WITH AMELIORATING THE STRATEGY AND THE OPERATION OF THE GARANKUWA-HOTEL SCHOOL STRATEGY

REFERENCE NUMBER: GTA/RFQ/2023/128

Released: 07 Feb 2023

Submissions Close: 17 Feb 2023

BEFORE 14:00PM

Queries be directed to:

Ms. Kgomotso Molete
Supply Chain Management
kgomotsom@gauteng.net

Submissions must be e-mailed to:

Ms. Kgomotso Molete
Supply Chain Management
kgomotsom@gauteng.net

1. INVITATION

- 1.1 Gauteng Tourism Authority hereby requests a suitable service provider to submit formal quotations assist GTA to facilitate the strategic session for Ga-Rankuwa Hotel school for a period of two (2) days in March 2023 as well as to develop a strategy for ameliorating the operation of the Ga-Rankuwa Hotel School.

2. BACKGROUND

- 2.1 The Ga-Rankuwa Hotel School was Established in 1972, the Ga-Rankuwa Hotel School (GHS) offer one-year Certificates and two-year Diplomas in food preparation. In addition, the school offer short courses in hospitality. Historically, the school was under the Northwest Province and was in September 2013 transferred to Gauteng under the administration of GTA. The objective of the Ga-Rankuwa Hotel School Ameliorating Strategy to create a business case that addressed the need of tourism and hospitality skills and to create a roadmap for optimal utilisation of the school thereby developing a strategic plan and its annual performance plan.

3. FORMAL PRICE QUOTATION

- 3.1 The formal all-inclusive quotation (inclusive of VAT) should indicate the total costs that will be charged for the execution of the project.

4. DELIVERABLES/SPECIFICATION

- 4.1 A short business case,
- 4.2 A strategy with an operating model
- 4.3 A Strategic Plan.
- 4.4 Annual Performance Plan

5. PROPOSAL SUBMISSION

- 5.1 Formal quotations **(inclusive of VAT)** should be accompanied by the following documents:

MANDATORY ADMINISTRATIVE COMPLIANCE DOCUMENTS (NB: FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WILL RESULT IN DISQUALIFICATION)

- SBD 4 - Declaration of Interest Form
- SBD 6.1 - Preferential Procurement Regulations 2022

NON - MANDATORY ADMINISTRATIVE COMPLIANCE DOCUMENTS (NB: FAILURE TO SUBMIT THE FOLLOWING DOCUMENTS WILL NOT RESULT IN DISQUALIFICATION)

- SARS PIN
- BBBEE Certificate / Sworn Affidavit signed by the deponent and stamped by the Commissioner of oath
- CSD Report
- Business Profile
- Identity Document

6. INVOICES

- a. Payments will be made against the delivered goods / services.
- b. Invoices must indicate the task and/or output and should include a short description of goods delivered.
- c. The GTA pays for work completed to the satisfaction of the agency. No upfront payments are made for work not yet done.
- d. All invoices must be addressed to lesego@gauteng.net

7. CRITERIA FOR EVALUATION OF PROPOSALS

7.1 Functionality Criteria

The proposals will be assessed according to the following functionality criteria. The service provider must ensure that the proposal addresses each aspect of the listed criteria below:

FUNCTIONALITY CRITERIA		TOTAL POINTS
<p>Important notes to the bidder:</p> <ul style="list-style-type: none">• The proposal will be evaluated in four (4) sections.• Each of the four sections has an individual score.• The four sections give a total of 100• The four sections are as follows:<ul style="list-style-type: none">○ Section 1: Public sector experience of the service provider with a total score of 10○ Section 1: Education/ Training experience of the service provider with a total score of 10○ Section 2: Experience of key personnel who form part of the team with a total score of 40○ Section 3: Methodology with a total score of 40		
SECTION 1: PUBLIC SECTOR EXPERIENCE		10
<p>Important notes to the bidder:</p> <ul style="list-style-type: none">• Public sector experience must be aligned to similar work, which have been successfully concluded in the last six years.• A section in the proposal must outline the public sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken.• The maximum points a bidder can score in this section is 10 points and the lowest score a bidder can score in this section is zero points.		
<p>PUBLIC SECTOR EXPERIENCE</p> <ul style="list-style-type: none">○ 0- 3 years’ experience is 3 points○ 3 – 5 years’ experience is 5 points○ > 6 years’ experience is 10 points		

SECTION 2: EDUCATION/ TRAINING EXPERIENCE	
<p>Important notes to the bidder:</p> <ul style="list-style-type: none"> • Education/ Training experience must be aligned to similar work, which have been successfully concluded in the last six years. • A section in the proposal must outline the education/ training sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken. • The maximum points a bidder can score in this section is 10 points and the lowest score a bidder can score in this section is zero points. 	

EDUCATION/ TRAINING EXPERIENCE	10
<ul style="list-style-type: none"> ○ 0- 3 years' experience is 3 points ○ 3 – 5 years' experience is 5 points ○ > 6 years' experience is 10 points 	

SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM		
Important notes to the bidder:	40	40
This section will be scored as follows:		
For the project team, the points in the section will be scored as follows:		
<ul style="list-style-type: none">A section in the proposal must outline the area of expertise of the project team within the field of Project Management, Tourism and Hospitality Sector, Strategy Development and Regeneration, Strategic Planning and Education/ Training field.Number of years in the fields identified aboveThe maximum points a bidder can score in this section is 40 points		
<ul style="list-style-type: none">Project Management<ul style="list-style-type: none">>3< 6 years’ experience, is 5 points> 7 < 10 years’ experience, is 6 points> 10 years’ experience, is 10 points	10	
<ul style="list-style-type: none">Strategy Development, Regeneration and Strategic Planning.<ul style="list-style-type: none">>3< 6 years’ experience, is 3 points<ul style="list-style-type: none">> 7 < 10 years’ experience, is 6 points> 10 years’ experience, is 10 points	10	
<ul style="list-style-type: none">Tourism and Hospitality Sector<ul style="list-style-type: none">>3< 6 years’ experience, is 10 points> 7 < 10 years’ experience, is 15 points> 10 years’ experience, is 20 points	10	
<ul style="list-style-type: none">Education/ Training field<ul style="list-style-type: none">>3< 6 years’ experience, is 10 points> 7 < 10 years’ experience, is 15 points> 10 years’ experience, is 20 points	10	
SECTION 3: METHODOLOGY		
Important notes to the bidder:	40	40

1.	This sub-section will focus on how the bidder will approach the scope of work, that is, who will do what by when? How will the proposed methodology achieve the scope of work and the expected deliverables and outputs?		
2.	The bid submission must include a clear and detailed methodology that presents:		
2.1.	Well-defined chronological sequence of activities involved in executing the scope of work outlined in this TORs document.		
2.2.	All these activities must have completion dates.		
3.	This aspect of the methodology carries a total of 40 points. If a bidder meets all three requirements as set out in the bullet points above (2.1. – 2.2) a full score will be given. 2.1. worth 30 points, 2.2. worth 10 points,		
4.	The service provider must demonstrate their understanding in Strategy Development and Regeneration, Strategic Planning, Education/ Training field, and Tourism and Hospitality.		
5.	The maximum points a bidder can score in this sub-section is 40 points		

A bidder is expected scores to score 65 points and above. A bidder that fails to obtain at least 65 points will not be considered for further evaluation in stage 2 (Price and BBBEE).

7.2 Criteria for evaluation are as follows:

- a) The service provider will be appointed in terms of the Preferential Procurement Regulations (2022).
- b) The proposal will be evaluated using the 80/20 preferential system wherein 80 represents price and 20 for specific goals.
- c)

SPECIFIC GOAL/S	EVIDENCE REQUIRED TO EARN POINTS	TOTAL POINTS ALLOCATION
Historically Disadvantaged individuals: <ul style="list-style-type: none"> Race – Black (5) Women(5) 	Identity document / Valid B-BBEE certificate / CSD Report	10
SMME (QSE / EME)	Valid B-BBEE certificate / sworn affidavit / CSD Report	10

TOTAL POINTS =		20
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- d) 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.
- e) This RFQ is subject to the National Treasury General Conditions of Contract.

8. RULES OF BIDDING

8.1 The rules of bidding for this assignment are as follows:

- a) The GTA reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference before the closing date.
- b) The GTA reserves the right to negotiate prices with the preferred / recommended bidder.
- c) The GTA reserves the right not to appoint any service provider if the received proposals do not match its requirements.
- d) Service providers may ask for clarification via email on these terms of reference or any of its annexures up to 48 hours before the deadline for the submission of the bids.
- e) Any request for clarification must be submitted by email at kgomotsom@gauteng.net and answers will be emailed to all service providers that require any clarity.
- f) The GTA reserves the right **NOT** to make an appointment for this project.
- g) The cost of preparing and submitting bids by prospective suppliers will be at the cost of the prospective supplier.
- h) The validity of the received bids shall be ninety (90) days.

SBD4

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

2.2.1 If so, furnish particulars:

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.

.....
.....

- 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 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

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.

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**

TERMS OF REFERENCE:

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

- a) 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 To be completed by the organ of state:

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

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

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

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. 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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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)
Historically Disadvantaged individuals: <ul style="list-style-type: none"> Race – Black (5) Women (5) 	10	
SMME (QSE / EME)	10	
TOTAL POINTS =	20	

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:

TERMS OF REFERENCE:

- 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:

TERMS OF REFERENCE: