



TERMS OF REFERENCE FOR:

**THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN EXPANDED, INTEGRATED
FINANCIAL SUSTAINABILITY STRATEGY FOR THE GAUTENG TOURISM AUTHORITY**

REFERENCE NUMBER: GTA/RFQ/2025/61

Released Date : 15 December 2025

Submissions Close: 22 January 2026

BEFORE 16H00PM

Queries be directed to:

Ms. Phakama Majola
Supply Chain Management
Bids@gauteng.net

Submissions must be e-mailed to:

Ms. Phakama Majola
Supply Chain Management
Bids@gauteng.net

1. INVITATION

- 1.1 The Gauteng Tourism Authority (GTA) hereby invites qualified and experienced service providers to submit proposals for the development of a comprehensive Financial Sustainability Strategy aimed at strengthening GTA's long-term financial resilience and expanding diversified revenue-generation pathways across destination marketing, management, and development.

2. INTRODUCTION

2.1 Purpose of the Terms of Reference

- 2.2.1 The purpose of this assignment is to appoint a suitably qualified service provider to develop a holistic, multi-pillar Financial Sustainability Strategy for the Gauteng Tourism Authority (GTA). The strategy must:

- Strengthen GTA's long-term financial viability;
- Expand and diversify revenue-generation models across marketing, management, and development functions;
- Identify new funding streams, partnerships, and commercialisation opportunities;
- Ensure financial stability to support GTA's strategic programmes and mandate;
- Position GTA as an agile, innovative, and financially resilient provincial tourism entity.

1.1. Aim of the Financial Sustainability Strategy

- 1.1.1. The appointed service provider will deliver an integrated Sustainability Strategy that achieves the following objectives:

- Destination Marketing
 - Refine and expand the financial sustainability model previously developed for GTA.
 - Identify scalable, market-aligned revenue opportunities across marketing platforms, events, digital channels, commercial products, and brand licensing.
 - Propose mechanisms to strengthen public-private co-investment in destination marketing initiatives.

1.1.2. Destination Management and Development

- Conduct a financial sustainability assessment of GTA's destination management and product development functions.
- Identify revenue-generation opportunities linked to tourism infrastructure support, visitor management, events, product development, and route development.
- Propose sustainable funding models for collaborations with DMOs, municipalities, tourism businesses, and community structures.

1.1.3. Institutional and Governance Strengthening

- Assess internal capacity, governance frameworks, and operating models required for effective commercialisation.
- Identify enabling policy and legislative adjustments to support agile revenue generation.

1.1.4. Integrated Sustainability Model

- Produce a consolidated, organisation-wide Financial Sustainability Strategy integrating revenue pathways from destination marketing, management, and development.

1.3 Objective

- The key objective is to develop a comprehensive Financial Sustainability Strategy that consolidates all revenue opportunities into a singular, implementable, organisation-wide model.

2. RATIONALE

2.1. Legislative Mandate

- 2.1.1. GTA derives its legislative mandate from the Gauteng Tourism Act (No. 10 of 2001, as amended) and is mandated to promote the development and marketing of tourism in Gauteng. Revisions to the mandate, including the introduction of the National Tourism Act (No. 3 of 2014), affirm GTA's expanded marketing and developmental functions.

2.2. Institutional Context

- 2.2.1. GTA is an implementing agency of the Gauteng Department of Economic Development (GDED), which approves GTA's mandate and defines its strategic roles. As a public entity, GTA operates within legislative and policy frameworks derived from the Constitution of the Republic of South Africa.

2.3. Financial Sustainability Imperative

- 2.3.1. To strengthen fiscal resilience and reduce dependency on government allocations, GTA previously commissioned a Destination Marketing Financial Sustainability Strategy.

2.4. Need for Expansion

- 2.4.1. GTA now requires a broader, integrated Financial Sustainability Strategy covering:
- Destination Marketing
 - Destination Management and Development
 - Tourism product development, experience enhancement, visitor services, partnerships, events, and enabling infrastructure.

2.5. Appointment of Service Provider

- 2.5.1. A single service provider is appointed to develop this expanded strategy in alignment with provincial tourism priorities, national frameworks, and emerging sector trends.

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. SCOPE OF WORK/DELIVERABLES/SPECIFICATIONS

- 4.1 The appointed service provider will undertake the following tasks:

4.1.1 Assessment and Diagnostic Phase

- i. Review GTA's current financial position, revenue streams, expenditure patterns, and funding constraints.
- ii. Assess the previously developed marketing sustainability strategy and identify areas for enhancement.
- iii. Conduct benchmarking against comparable local and international tourism authorities.
- iv. Map financial requirements for destination management and development interventions.

4.1.2 Stakeholder Engagement

- I. Engage internal GTA units, provincial departments, municipalities, tourism associations, and private sector stakeholders.
- II. Facilitate workshops to identify commercialisation opportunities and partnership models.
- III. Validate proposed revenue pathways with key industry stakeholders.

4.1.3 Revenue Model Expansion: Destination Marketing

- I. Refine and enhance the existing sustainability plan.
- II. Identify and cost additional revenue-generation opportunities, including:
 - Digital advertising and content monetisation
 - Brand collaborations and licensing
 - Joint marketing agreements
 - Event commercialisation and sponsorship frameworks
 - Data and analytics commercialisation

4.1.4 Revenue Model Development: Destination Management and Development

- I. Propose new revenue-generation levers such as:
 - Tourism improvement district levies
 - Destination access fees
 - Visitor centre partnerships or concession models
 - Infrastructure co-investment schemes

- Route development commercial partnerships
- Public–private product incubation funding
- Capacity-building and advisory services

4.1.5 Evaluate feasibility, risks, and projected financial uplift.

4.1.6 Institutional and Policy Enablement

- I. Recommend governance and structural reforms required to operationalise revenue models.
- II. Assess internal commercial capacity and propose organisational strengthening.
- III. Identify required MoUs, partnership frameworks, and compliance considerations.

4.1.7 Integrated Financial Sustainability Strategy

- I. Consolidate all revenue opportunities into an integrated strategy.
- II. Provide a prioritised implementation roadmap for short-, medium-, and long-term execution.
- III. Include financial projections, capital requirements, and risk mitigation measures.

4.1.8 Final Deliverables and Presentation

- I. Draft Financial Sustainability Strategy.
- II. Validation workshop with GTA executives and stakeholders.
- III. Final Strategy Report including:
 - Executive Summary
 - Diagnostic assessment
 - Revenue opportunity matrix
 - Financial model and projections
 - Implementation roadmap
 - Governance recommendations

4.1.9 Final PowerPoint presentation.

4.2 Deliverables

4.2.1 The service provider will deliver:

- 4.2.1.1 Inception Report
- 4.2.1.2 Stakeholder Engagement Summary
- 4.2.1.3 Diagnostic Report
- 4.2.1.4 Expanded Marketing Revenue Model
- 4.2.1.5 Destination Management & Development Revenue Framework
- 4.2.1.6 Integrated Financial Sustainability Strategy
- 4.2.1.7 Financial Model & Implementation Roadmap
- 4.2.1.8 Final Report and Close-Out Presentation

N.B: Failure to provide a quotation with a breakdown of the deliverables may result in the disqualification of the bid.

5. TIMEFRAMES

5.1 Total Duration: To be determined

- 5.1.1 Inception
- 5.1.2 Diagnostic Phase
- 5.1.3 Revenue Model Development
- 5.1.4 Draft Strategy
- 5.1.5 Finalisation

6. ROLES AND RESPONSIBILITIES

6.1 Gauteng Tourism Authority

- 6.1.1 Provide oversight and strategic direction
- 6.1.2 Facilitate access to documents and stakeholders
- 6.1.3 Review and approve deliverables.

7. APPOINTED SERVICE PROVIDER

- 7.1.1 Lead and execute all activities
- 7.1.2 Ensure high-quality, timely outputs
- 7.1.3 Maintain confidentiality
- 7.1.4 Present findings to GTA governance structures

8. REQUIRED EXPERTISE

8.1 The service provider must provide a multidisciplinary team with expertise in:

- 8.1.1 Tourism strategy and destination management
- 8.1.2 Financial modelling and sustainability
- 8.1.3 Public-private partnership structuring
- 8.1.4 Economic analysis and policy assessment
- 8.1.5 Marketing and commercialisation
- 8.1.6 Stakeholder engagement and facilitation

9. REPORTING AND GOVERNANCE

- 9.1 Reporting to the GTA Project Steering Committee
- 9.2 Bi-weekly progress meetings
- 9.3 All deliverables submitted in digital and editable formats

10. CONFIDENTIALITY

- 10.1 All information shared remains the property of GTA and must be treated as confidential.

11. EXPECTED OUTCOMES

11.1 Upon completion GTA will have:

- 11.1.1 A comprehensive, implementable Financial Sustainability Strategy
- 11.1.2 Clear marketing and destination management revenue pathways
- 11.1.3 Strengthened financial resilience
- 11.1.4 Enhanced institutional readiness for commercialisation and partnerships

12. EVALUATION METHOD

12.1 Evaluation will follow three phases:

- 12.1.1 Administrative compliance
- 12.1.2 Functionality evaluation
- 12.1.3 Price and Specific Goals

12.2 Evaluation Method

12.2.1 The evaluation process of bids will comprise of the following phases:

Phase I	Phase II	Phase III
Administration and Mandatory bid requirements	Functionality	Price and Specific Goals
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	Price and Specific Goals

13. PROPOSAL SUBMISSION

13.1 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

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

- SBD 1 – Invitation to Bid
- SBD 6.1 - Preferential Procurement Regulations 2022
- SARS PIN
- BBBEE Certificate / Sworn Affidavit signed by the deponent and stamped by the Commissioner of oath
- CSD Report
- Business Profile

- Identity Document

14. FUNCTIONALITY CRITERIA

14.1. Functionality Criteria:

FUNCTIONALITY CRITERIA	TOTAL POINTS
<p>Important notes to the bidder:</p> <ul style="list-style-type: none"> • The proposal will be evaluated in three (3) sections. • Each of the three sections has an individual score. • The three sections give a total of 100 • The three sections are as follows: <ul style="list-style-type: none"> ○ Section 1: Bidders relevant experience to the assignment specifically demonstrating capacity pertaining to public service in the context of tourism sector. Section 1 with the total of 10. ○ Section 2: Knowledge and experience in strategic planning, monitoring and evaluation, business development and process management, financial modelling and relevant management tools. Section 2 with a total score of 40 ○ Section 3: Methodology with a total score of 50 	
<p>SECTION 1: BIDDERS RELEVANT EXPERIENCE TO THE ASSIGNMENT SPECIFICALLY DEMONSTRATING CAPACITY PERTAINING TO PUBLIC SERVICE IN THE CONTEXT OF THE TOURISM SECTOR</p>	
<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. (Failure to outline this will result in no points being awarded). • 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. 	10
<p>PUBLIC SERVICE IN THE CONTEXT OF TOURISM SECTOR</p> <ul style="list-style-type: none"> ○ 1- 3 years' experience is 3 points ○ 4 – 5 years' experience is 5 points ○ > 6 years' experience is 10 points 	10

SECTION 2: KNOWLEDGE AND EXPERIENCE IN STRATEGIC PLANNING, MONITORING AND EVALUATION, BUSINESS DEVELOPMENT AND PROCESS MANAGEMENT, FINANCIAL MODELING AND RELEVANT MANAGEMENT TOOLS		
Important notes to the bidder: 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 Knowledge and experience in strategic planning, monitoring and evaluation, business development and process management, financial modeling and relevant management tools.The above must be clearly outlined in the proposal.Number of years in the fields identified above must be clearly indicated.The maximum points a bidder can score in this section is 40 points	40	40
<ul style="list-style-type: none">Project Management and relevant management tools<ul style="list-style-type: none">>3< 6 years’ experience, is 1 points> 7 < 10 years’ experience, is 3 points> 10 years’ experience, is 5 points	5	
<ul style="list-style-type: none">Strategic Planning and Monitoring and Evaluation and relevant management tools.<ul style="list-style-type: none">>3< 6 years’ experience, is 3 points> 7 < 10 years’ experience, is 6 points> 10 years’ experience, is 10 points	10	
<ul style="list-style-type: none">Business development and process management, financial modelling and relevant management tools.<ul style="list-style-type: none">>3< 6 years’ experience, is 5 points> 7 < 10 years’ experience, is 15 points> 10 years’ experience, is 25 points	25	
The bidder is required to provide their CV, include three (3) contactable client references where its services can be verified. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and should not be older than seven (7) years. Furthermore, the bidder must have recognised qualification in business management or social science especially social science in industrial sociology, Local economic Development and Tourism and any relevant courses.		
SECTION 3: METHODOLOGY		
Important notes to the bidder: 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	50	50

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 methodology techniques and their activities involved in executing the scope of work outlined in this TORs document.		
2.2. All these activities must have completion dates demonstrating the relationship between 2.1. above and 2.2. below.		
2.3. These activities must translate to the detailed required deliverables.		
3. This aspect of the methodology carries a total of 50 points. If a bidder meets all three requirements as set out in the bullet points above (2.1. – 2.3) a full score will be given. 2.1. worth 35 points, 2.2. worth 5 points, and 2.3 worth 10 points.		
4. The maximum points a bidder can score in this sub-section is 50 points		

14.2 Expected Scores

14.2.1A bidder that fails to obtain at least **75 points** will not be considered for further evaluation in stage 2 (Price and Specific Goals).

15. INVOICES

- 15.1 Payments will be made against the delivered goods / services.
- 15.2 Invoices must indicate the task and/or output and should include a short description of goods delivered.
- 15.3 The GTA pays for work completed to the satisfaction of the agency. No upfront payments are made for work not yet done.
- 15.4 Please note that the payment can only be processed upon receipt of the following document:
 - Invoice
 - Statement reflecting the outstanding amount.
 - Proof of bank confirmation letter
- 15.5 All the required documents for payment and queries should be directed to the Finance central invoice email to GTA.Invoices@gauteng.net

16 CRITERIA FOR EVALUATION OF PROPOSALS

- 6.1 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.

SPECIFIC GOAL/S	EVIDENCE REQUIRED TO EARN POINTS	TOTAL POINTS ALLOCATION
Historically Disadvantaged individuals: <ul style="list-style-type: none"> • Women = 10 • Youth = 10 	Identity document / Valid B-BBEE certificate / CSD Report	20
TOTAL POINTS		20

- c) **FAILURE ON THE PART OF A TENDERER TO SUBMIT SBD 6.1 AND 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.**
- d) This RFQ is subject to the National Treasury General Conditions of Contract.

17 RULES OF BIDDING

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

- 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.
- The GTA reserves the right to negotiate prices with the preferred / recommended bidder.
- The GTA reserves the right not to appoint any service provider if the proposals received do not match its requirements.
- Service providers may ask for clarification via email on these terms of reference or any of their annexures up to 48 hours before the deadline for the submission of the bids.
- Any request for clarification must be submitted by email at Bids@gauteng.net and answers will be emailed to all service providers that require any clarity.
- The GTA reserves the right **NOT** to make an appointment for this project.
- The cost of preparing and submitting bids by prospective suppliers will be at the cost of the prospective supplier.
- The validity of the received bids shall be ninety (90) days.
- The awarded service provide may be required to sign a service level agreement with the GTA.
- The recommended bidder must be registered on the National Treasury Central Supplier Database before appointment.
- The GTA reserves the right to request additional information / clarification during the evaluation process.
- N.B: NO LATE SUBMISSIONS WILL BE CONSIDERED AFTER THE CLOSING DATE AND TIME.**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GTA/RFQ/2025/61	CLOSING DATE:	22-Jan-26	CLOSING TIME:	16H00PM
DESCRIPTION	INTEGRATED FINANCIAL SUSTAINABILITY STRATEGY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Bids@gauteng.net					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Phakama Majola		CONTACT PERSON	Phakama Majola	
TELEPHONE NUMBER	011 085 2138		TELEPHONE NUMBER	011 085 2138	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Bids@gauteng.net		E-MAIL ADDRESS	Bids@gauteng.net	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<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:

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 institution	State

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.

2.2 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:

.....
.....

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.

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.

- 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

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**

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

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:

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

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"> • Women = 10 • Youth = 10 	20	
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:

- 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: