**TERMS OF REFERENCE FOR:**

**THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH STRATEGIC PLANNING FACILITATION AND TECHNICAL SUPPORT FOR THE DEVELOPMENT OF THE GAUTENG TOURISM AUTHORITY'S 2027/28 ANNUAL PERFORMANCE PLAN (APP)**

**REFERENCE NUMBER: GTA/RFQ/2026/57**

**Released Date : 16 November 2026**

**Submissions Close: 30 November 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. PURPOSE OF THE REQUEST FOR PROPOSAL

1.1 The Gauteng Tourism Authority (GTA) invites suitably qualified and experienced service providers to submit proposals for strategic planning facilitation and technical support for the development of the Authority's 2027/28 Annual Performance Plan (APP).

1.2 The appointed service provider will work with GTA management and relevant stakeholders to translate the Authority's mandate and strategic commitments into a focused, measurable, costed and implementable annual performance plan. The work must demonstrate alignment with the Medium-Term Development Plan (MTDP) 2024-2029, the Gauteng Tourism Master Plan 2030 and the Gauteng Tourism Action Lab, while taking account of GTA's programme structure, performance information, implementation capacity and available resource information.

1.3 The assignment is not limited to facilitating a planning session or compiling a document. It must help GTA make clear choices about annual priorities, define what will be delivered, identify who is responsible, establish how performance will be measured, and test whether the proposed commitments are realistic and supported by resources.

## 2. BACKGROUND AND STRATEGIC CONTEXT

2.1 GTA is responsible for promoting and supporting tourism development in Gauteng within its mandate. Its annual planning must connect provincial tourism priorities to the work of the Authority and provide a credible basis for implementation, performance monitoring and accountability.

2.2 The Gauteng Tourism Master Plan 2030 identifies five strategic pillars: Tourist Safety and Confidence; Inclusive Economic Growth; Infrastructure and Accessibility; Marketing and Diversification; and Resilience and Digital Transformation. It sets the long-term direction for Gauteng to strengthen its position as a competitive, safe, inclusive and sustainable urban tourism destination, including growth in visitor arrivals and revenue and expanded employment opportunities.

2.3 The MTDP 2024-2029 provides the medium-term government planning context for the 2027/28 APP. The consultant must show how GTA's proposed annual outputs contribute to relevant MTDP priorities and the Master Plan, while remaining within GTA's mandate and avoiding claims of results that cannot be attributed to the Authority or measured reliably.

2.4 The Gauteng Tourism Action Lab is a collaborative implementation platform. Its four strategic focus areas are Tourism Access, Mobility and Connectivity; Tourism Infrastructure, Digitalisation and Smart Tourism; Safe, Secure and Visitor-Friendly Destinations; and Township, Cultural and Inclusive Tourism Economy. These focus areas provide an implementation lens and do not replace the five pillars of the Gauteng Tourism Master Plan.

2.5 The planning process must respond to the challenges and priorities reflected in the supplied strategic documents, including visitor safety and confidence; infrastructure, access and mobility; tourism product and market diversification; township and community participation; tourism SMME development and market access; skills and youth employment; digital transformation and tourism intelligence; and the need for effective coordination between government, industry and communities. The APP must translate these priorities into deliverable annual commitments rather than broad statements of intent.

## 3. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to facilitate the development of a credible, evidence-based and implementable 2027/28 APP with a clear line of sight from GTA's mandate and strategic direction to annual outputs, indicators, targets, projects, resources and accountability arrangements.

### 3.1 OBJECTIVES

Review the existing strategic and performance planning framework and identify commitments that require implementation or continued delivery in 2027/28.

Align the APP with the MTDP 2024-2029, Gauteng Tourism Master Plan 2030, Gauteng Tourism Action Lab and relevant GTA strategies and approved institutional commitments made available for the assignment.

Facilitate structured engagement with the Board, EXCO, programme managers and relevant stakeholders, as directed by GTA, to establish clear priorities and delivery responsibilities.

Develop appropriate output indicators, targets and quarterly milestones, with clear definitions, data sources and means of verification.

Review the relationship between planned activities, outputs, intended outcomes, projects and resource requirements.

Ensure that proposed commitments are within GTA's mandate, measurable, achievable and supported by a realistic implementation approach.
Strengthen performance monitoring, reporting and accountability by ensuring that each commitment has an identified owner and a credible means of verification.

Transfer practical planning tools and knowledge to GTA officials so that the APP and supporting schedules can be maintained after the assignment.

### 3.2 OUTCOME FRAMEWORK AND RESULTS LOGIC

The service provider must articulate the different levels of results relevant to the 2027/28 APP and show the logical relationship between them. The framework must distinguish what GTA directly delivers from the changes to which GTA contributes and the wider results that depend on other institutions, industry behavior and external conditions. At a minimum, the results logic must cover the following levels:

**Activities and interventions-** the work undertaken or supported by GTA to deliver its mandate.
**Outputs:** the immediate products, services or deliverables produced through those activities and substantially within GTA's control.

**Immediate or short-term outcomes-** the direct changes in access, awareness, participation, capability, service use or stakeholder behavior that may follow from outputs.

**Intermediate outcomes-** the broader changes to which GTA contributes, such as improved market access for tourism enterprises, stronger destination coordination, improved visitor confidence or increased uptake of tourism products, where evidence is available.

**Longer-term outcomes and impacts-** sector-level changes such as tourism growth, visitor expenditure, enterprise performance, employment and inclusive economic participation, which are influenced by multiple public and private actors and external conditions.

For each relevant level, the service provider must recommend appropriate indicators or explain why measurement is not currently feasible, identify the available baseline and data source, propose a defensible target where evidence permits, and describe assumptions and dependencies. The APP must not treat an output as proof that an outcome or impact has occurred. Where results are shared or affected by factors outside GTA's control, the framework must use contribution language and make attribution limitations explicit.

## 4. PRINCIPLES GUIDING THE ASSIGNMENT

Strategic alignment: each proposed annual commitment must be traceable to an applicable strategic priority or approved institutional responsibility.

Clear accountability: every output must have a responsible programme or unit and a defined reporting line.

Evidence-based planning: indicators, baselines and targets must be supported by the documents and performance information available to GTA.

Realistic delivery: commitments must reflect the implementation period, resource availability, institutional capacity and external dependencies.

Results orientation: the APP must distinguish activities and immediate outputs from outcomes and longer-term sector impacts.

Coordination: Action Lab-related commitments must identify GTA's role and the contribution required from other institutions or partners.

Value for money: proposed activities and output must be considered against their resource implications and intended public value.

## 5. SCOPE OF WORK

### 5.1 INCEPTION AND DOCUMENT REVIEW

Hold an inception meeting with the designated GTA project lead to confirm the scope, work plan, information requirements, consultation arrangements, reporting and approval points.

Review documents supplied by GTA, including the MTDP 2024-2029, Gauteng Tourism Master Plan 2030, Action Lab materials, current Strategic Plan and APP, relevant previous performance reports, approved strategies, programme structure, budget information and monitoring tools.

Prepare a diagnostic and alignment report identifying strategic commitments, existing indicators, gaps, overlaps, dependencies, data limitations and decisions required from GTA.

Confirm the planning timetable and identify any source information that GTA must provide or validate before targets can be finalised.

### 5.2 STRATEGIC ALIGNMENT AND PRIORITISATION

Map relevant MTDP priorities to the Master Plan pillars, GTA programmes and proposed 2027/28 outputs.

Translate relevant Action Lab focus areas and workstreams into annual activities and outputs where these fall within GTA's mandate or where GTA has a defined convening, coordinating or supporting role.

Consider relevant GTA strategies supplied for the assignment, including destination marketing, brand positioning, stakeholder engagement, financial sustainability, visitor services, and bidding and hosting, where applicable.

Facilitate prioritisation using strategic contribution, public value, feasibility, stakeholder readiness, measurability, implementation dependencies and resource implications.

Distinguish between outputs directly controlled by GTA, outcomes to which GTA contributes and wider sector impacts that depend on other institutions or external conditions.

Identify any proposed activity that duplicates existing work or lacks a clear link to a strategic priority, and recommend whether it should be retained, revised or excluded for management consideration.

### 5.3 PLANNING ENGAGEMENTS AND DECISION SUPPORT

Prepare agendas, briefing notes, working documents and facilitation tools for planning engagements with the Board, EXCO and programme managers, as required.

Facilitate structured discussions to agree annual priorities, indicators, targets, activities, responsibilities, risks and resource implications.

Record decisions, areas of agreement, outstanding matters and actions for follow-up.

Support engagement with Action Lab convenors and relevant stakeholders where requested, ensuring that proposed commitments reflect agreed roles and realistic institutional contributions. Prepare concise decision notes where management direction is required, including options, implications and matters that cannot be resolved from available evidence.

### 5.4 DEVELOPMENT OF THE 2027/28 APP

Prepare a draft APP in accordance with the applicable government planning and reporting framework and requirements confirmed by GTA.

Review proposed indicators for relevance, clarity, measurability, data availability and alignment with GTA's mandate and strategic commitments.

Develop annual targets and quarterly milestones that reflect the implementation sequence, known dependencies and available evidence.

Ensure that the APP differentiates activities, outputs, outcomes and longer-term impacts, and does not present planned activities as evidence of economic or employment impact.

Prepare indicator reference sheets covering the indicator name, definition, purpose, measurement method, baseline, annual target, quarterly milestones, data source, means of verification, reporting frequency and responsible official.

Ensure that indicators and targets are internally consistent across the APP narrative, programme structure and supporting schedules.

Flag indicators for which a baseline, data source, target or definition is unavailable or requires management confirmation; do not insert unsupported figures.

Prepare a concise alignment matrix showing the relationship between strategic priorities, programmes, outputs, indicators and targets.

### 5.5 IMPLEMENTATION, RESOURCES AND RISK

Prepare an implementation matrix linking each proposed output to activities, responsible programmes or units, delivery periods, dependencies, risks and verification evidence.

Work with GTA officials to align proposed commitments with the budget and resource information made available. Identify unfunded or underfunded priorities and assumptions for management consideration.

Identify delivery risks, including approval and procurement delays, limited capacity, stakeholder participation, intergovernmental coordination, data availability and reliance on external institutions.

The service provider's role is limited to identifying and analysing risks relevant to the planning assignment, recording assumptions and dependencies, and recommending practical responses or escalation points for GTA's consideration. The service provider is not the owner of GTA's institutional, operational, financial, procurement, stakeholder or sector risks and is not responsible for managing or accepting those risks. Risk ownership, decisions on mitigation, and implementation of responses remain with GTA and/or the relevant institution or stakeholder. The service provider remains accountable for timely notification of risks or constraints that could affect the contracted work and for the quality of its own deliverables.

Recommend practical mitigation measures, escalation arrangements and monitoring points for risks that may affect delivery.

Identify which Action Lab activities require GTA to lead, coordinate, support or depend on delivery by another institution.

Ensure that proposed projects and activities are not treated as approved or funded unless this is confirmed by GTA.

### 5.6 QUALITY ASSURANCE, REVISION AND FINALISATION

Present the draft APP, alignment matrix and implementation schedules to designated GTA officials for review.

Incorporate consolidated comments and maintain a comment-resolution or change log for material revisions.

Conduct a final quality check for alignment, consistency, clarity, measurability, target credibility, resource assumptions and traceability to source documents.
Prepare the final APP package in editable formats and provide a presentation for the relevant GTA review or approval process, as requested.

Provide a handover session to explain the indicator reference sheets, alignment matrix, target assumptions and monitoring arrangements.

## 6. REQUIRED DELIVERABLES/SPECIFICATIONS

| No. | Deliverable | Minimum content | Timing |
|---|---|---|---|
| **1** | Inception report and work plan | Methodology, schedule, information needs, engagement plan, responsibilities and milestones. | Within 5 working days of commencement, subject to contract finalisation. |
| **2** | Strategic alignment and diagnostic matrix | Mapping of MTDP priorities, GTMP pillars, Action Lab focus areas/workstreams, GTA programmes and relevant indicators; gaps, overlaps and decisions required. | After document review and before the main planning engagement. |
| **3** | Planning engagement pack and record | Agendas, briefing notes, facilitation materials, decisions, action log and unresolved matters. | For each agreed engagement. |
| **4** | Draft 2027/28 APP and indicator schedules | Draft APP, proposed indicators and targets, indicator reference sheets, quarterly milestones and supporting schedules. | According to the approved work plan. |

| | | | |
|---|---|---|---|
| **5** | Implementation, resource and risk matrix | Outputs, activities, owners, dependencies, resource assumptions, risks, mitigation measures and verification methods. | With the draft APP. |
| **6** | Comment-resolution matrix and revised APP | Revised document addressing consolidated GTA comments and recording material changes or unresolved decisions. | Following GTA's consolidated review. |
| **7** | Final APP package and presentation | Final APP, alignment matrix, indicator sheets, implementation matrix, assumptions and decision log, in editable formats. | By the deadline confirmed in the approved work plan. |
| **8** | Handover and knowledge-transfer session | Walk-through of the APP architecture, indicator definitions, targets, data sources and monitoring schedules. | Before final acceptance. |

Final dates and sequencing will be confirmed at inception to reflect GTA's planning calendar and applicable submission deadlines. Deliverables will be subject to review and written acceptance by the designated GTA project lead.

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

**7. METHODOLOGY AND WORK PLAN**

Bidders must provide a practical, participatory and evidence-based methodology. The proposal must show the chronological sequence of activities, consultation methods, quality assurance arrangements, deliverables, responsibilities and completion dates.

A document-based assessment that uses the source material supplied by GTA and identifies information gaps.

Structured facilitation that supports prioritisation and decisions, rather than merely recording discussions.

A clear method for connecting MTDP priorities, Master Plan pillars, Action Lab workstreams, GTA programmes, annual outputs, indicators, targets, projects and resources.

A disciplined approach to performance measurement that avoids unsupported baselines, targets or claims of economic impact.

A realistic schedule with milestones and sufficient time for GTA review, revision and finalisation.
Quality control to ensure that the final APP and supporting schedules are internally consistent and traceable to source documents.

Knowledge transfer so GTA officials can maintain the APP schedules and indicator definitions after the assignment.

**8. REQUIRED EXPERTISE AND TEAM COMPOSITION**

8.1 Bidders must identify the proposed project lead and team members, describe their responsibilities and provide CVs and evidence of relevant qualifications. Collectively, the team should demonstrate:

- Experience in strategic planning and annual performance planning in the South African public sector.
- Knowledge of government planning, performance monitoring and reporting requirements, including indicator and target development.
- Experience or sound knowledge of tourism development, destination marketing, destination management, tourism enterprise development or related economic development.

- Experience in facilitation, stakeholder engagement and translating strategy into implementation plans.
- Experience in monitoring and evaluation, performance information, data quality and indicator design.
- Project management capability, including work planning, risk management, quality assurance and delivery within agreed timeframes.
- Bidders must specify the experience and responsibilities of each team member and identify the person accountable for quality assurance. Any mandatory qualification, professional registration or minimum experience requirement must be confirmed by GTA before publication.

**9. PROPOSAL SUBMISSION REQUIREMENTS**

9.1 Proposals must be detailed enough to allow GTA to assess the bidder's capability, understanding of the assignment and proposed approach. Each submission must include:

- Understanding of the assignment, the 2027/28 planning requirement and GTA's strategic context.
- Methodology and work plan linked to the deliverables, including activities, responsibilities, milestones and completion dates.
- Relevant organisational experience, with comparable assignments, clients, dates and scope of work.
- CVs, qualifications and clearly defined roles for the proposed team.
- Contactable references for comparable assignments in the format specified in the final bid notice.
- Financial proposal showing the total price, applicable taxes, professional fees, travel or other costs, assumptions and exclusions.
- Declaration of any actual or potential conflict of interest.
- All forms, declarations and supplier compliance documents stipulated in the final bid notice.

## 10. EVALUATION OF PROPOSALS

GTA Supply Chain Management must confirm the final evaluation approach, thresholds, mandatory requirements and applicable procurement rules before publication. The following functionality framework is proposed as a working draft, adapted from the existing terms of reference, and must be checked against the approved procurement strategy.

| Criterion | Description | Points |
|---|---|---|
| **1** | Comparable assignments completed by the bidding entity | 10 |
| **2** | Tourism-sector, strategic planning, performance monitoring and evaluation, project management and related team expertise | 40 |
| **3** | Methodology, work plan, understanding of the assignment, deliverable alignment and quality assurance | 50 |
| | Total functionality score | 100 |

The existing terms of reference specify a minimum functionality threshold of 75 out of 100 before progression to the next evaluation stage.

### 10.1 ASSESSMENT GUIDANCE

Relevant experience should be supported by clearly stated assignments, dates, scope and clients. Team expertise should be supported by the qualifications and demonstrable experience of the proposed personnel.

Methodology should be assessed for a clear sequence of activities, realistic completion dates, alignment between activities and deliverables, stakeholder engagement, quality assurance and handover.

Detailed scoring descriptors and any mandatory conditions must be finalised before publication so that all bidders are assessed consistently.

### 10.2 DETAILED FUNCTIONALITY SCORING FRAMEWORK

The following breakdown is proposed to make the assessment transparent and consistent. Evaluators should score only the evidence submitted in the proposal against the stated sub-

criteria. The detailed breakdown and scoring bands must be approved by GTA SCM before the RFP is advertised and must not be changed after bids are received.

Scoring bands for each sub-criterion: 0% of available points = no response, irrelevant response or no supporting evidence; 25% = poor response with major gaps and little evidence; 50% = partially adequate response with material gaps; 75% = good response that addresses the requirement with relevant evidence and only minor gaps; 100% = excellent, specific and well-supported response that fully addresses the requirement. Where a response falls between bands, evaluators may award an intermediate score and must record a brief reason.

| SUB-CRITERION | ELEMENT | MAXIMUM POINTS | HOW THE ELEMENT WILL BE ASSESSED |
|---|---|---|---|
| 2.1 | Project lead's individual public-sector strategic and annual performance planning expertise | 10 | Evidence of the proposed project lead's personal role in developing South African public-sector strategic plans, APPs or equivalent planning instruments; assess relevance, complexity and demonstrated responsibility. Do not score the bidding entity's general track record here. |
| 2.2 | Tourism-sector and destination-development expertise | 8 | Demonstrated understanding or experience in tourism development, destination marketing/management, tourism enterprise development or related economic development; examples must show relevance to this assignment. |
| 2.3 | Monitoring, evaluation and performance-information expertise | 8 | Evidence of developing indicators, baselines, targets, indicator reference sheets, data sources, |

| | | | |
|---|---|---|---|
| | | | means of verification and performance-reporting arrangements. |
| 2.4 | Facilitation, stakeholder engagement and strategic translation | 6 | Evidence of facilitating senior-management or multi-stakeholder planning and translating strategic priorities into agreed implementation commitments. |
| 2.5 | Proposed team composition, qualifications and role clarity | 8 | Relevance of proposed team members' qualifications and experience; clear allocation of responsibilities, adequate coverage of required skills and identification of the person accountable for quality assurance. |
| | **TOTAL CRITERION** | **40** | |

**Criterion 3: Methodology, Work Plan, Understanding and Quality Assurance (50 points)**

| Sub-criterion | Element | Maximum points | How the element will be assessed |
|---|---|---|---|
| 3.1 | Understanding of the assignment and GTA strategic context | 10 | Shows a sound, specific understanding of the 2027/28 APP requirement and the relationship between the MTDP 2024-2029, Gauteng Tourism Master Plan 2030, Action Lab, GTA mandate and programme structure. Identifies relevant planning challenges without making unsupported assumptions. |
| 3.2 | Methodology and alignment/results logic | 12 | Provides a clear method for moving from document review and strategic priorities to programme outputs, indicators, targets, quarterly milestones, resource considerations |

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|---|---|---|---|
| | | | and the different levels of outcomes. Distinguishes GTA-controlled outputs from shared outcomes and wider impacts. |
| 3.3 | Work plan, sequencing and feasibility | 8 | Sets out a logical sequence of activities, milestones, responsibilities and completion dates. Allows sufficient time for engagement, drafting, GTA review, revision and finalisation within the required planning timetable. |
| 3.4 | Engagement and decision-support approach | 6 | Explains how planning engagements will be prepared and facilitated, how decisions and unresolved matters will be recorded, and how the process will help GTA make prioritisation decisions rather than simply document discussions. |
| 3.5 | Quality assurance, evidence and issue escalation | 8 | Sets out practical quality checks for consistency, indicator definitions, baselines, targets, data sources and traceability to source documents. Explains how information gaps, assumptions, dependencies or threats to the contracted timetable will be raised promptly. This is not a transfer of ownership of GTA's institutional or sector risks to the service provider. |
| 3.6 | Deliverable alignment, handover and knowledge transfer | 6 | Demonstrates how each required deliverable will be produced and checked, and how editable working files, indicator schedules and a handover session will enable GTA officials to maintain the APP after the assignment. |
| | **TOTAL CRITERION** | **50** | |

The maximum scores for Criteria 2 and 3 are 40 and 50 points respectively. Evaluators must apply the scoring bands above to each sub-criterion, multiply the selected percentage by the maximum

points for that sub-criterion, and record the evidence and reason for the score. For example, a 75% rating on a sub-criterion worth 8 points results in 6 points. The total functionality score remains 100 points when Criterion 1 (10 points) is included.

**11. FUNCTIONALITY CRITERIA**

| **FUNCTIONALITY CRITERIA** | **TOTAL POINTS** |
|---|---|
| Important notes to the bidder:<br>• The proposal will be evaluated in three (3) sections.<br>• Each of the three sections has an individual score.<br>• The three sections give a total of 100<br>• The three sections are as follows:<br>o Section 1: Bidders relevant experience to the assignment specifically demonstrating capacity pertaining to public service Strategic Planning process. Section 1 with the total of 10.<br>o Section 2: Knowledge and experience in the Tourism Industry, strategic planning, monitoring and evaluation, and business process management. Section 2 with a total score of 40<br>o Section 3: Methodology with a total score of 50 | |
| **SECTION 1: BIDDERS RELEVANT EXPERIENCE TO THE ASSIGNMENT SPECIFICALLY DEMONSTRATING CAPACITY PERTAINING TO PUBLIC SERVICE STRATEGIC PLANNING PROCESS** | 10 |
| Important notes to the bidder:<br>• Public sector experience must be aligned to similar work, which have been successfully concluded in the last six years.<br>• 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).<br>• 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. | |
| **PUBLIC SECTOR EXPERIENCE**<br>o 1- 3 years' experience is 3 points<br>o 4 - 5 years' experience is 5 points<br>o > 6 years' experience is 10 points | 10 |

| **SECTION 2: SECTOR EXPERIENCE** | | |
|---|---|---|
| Important notes to the bidder:<br>This section will be scored as follows:<br>For the project team, the points in the section will be scored as follows: | 40 | |

| | | |
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| • A section in the proposal must outline the area of expertise of the project team within the field of Project Management, Knowledge and experience in the Tourism Industry, strategic planning, monitoring and evaluation, and business process management. This must be clearly outlined in the proposal.<br>• Number of years in the fields identified above must be clearly indicated.<br>• The maximum points a bidder can score in this section is 40 points | | 40 |
| • Project Management<br>o >3< 6 years' experience, is 5 points<br>o > 7 < 10 years' experience, is 6 points<br>o > 10 years' experience, is 10 points | 10 | |
| • Knowledge and experience in the Tourism Industry<br>o >3< 6 years' experience, is 5 points<br>o > 7 < 10 years' experience, is 10 points<br>o > 10 years' experience, is 15 points | 15 | |
| • Strategic planning, monitoring and evaluation, and business process management and relevant models or management tools.<br>o >3< 6 years' experience, is 5 points<br>o > 7 < 10 years' experience, is 10 points<br>o > 10 years' experience, is 15 points | 15 | |
| The bidder is required to provide 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 (3) years.<br><br>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:<br><br>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?<br><br>2. The bid submission must include a clear and detailed methodology that presents:<br><br>2.1. Well-defined chronological sequence of methodology techniques and their activities involved in executing the scope of work outlined in this TORs document.<br>2.2. All these activities must have completion dates demonstrating the relationship between 2.1. above and 2.2. below.<br>2.3. These activities must translate to the detailed required deliverables. | 50 | 50 |

| | | |
|---|---|---|
| 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.<br><br>4. The maximum points a bidder can score in this sub-section is 50 points | | |

11.2 Expected Scores

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

**12. CONTRACT MANAGEMENT, REPORTING AND ACCEPTANCE**

12.1 The appointed service provider will report to the GTA official designated as project lead. The consultant must attend progress meetings as reasonably required, provide concise written progress updates, flag delays or information gaps promptly and obtain approval before making material changes to the agreed work plan.

12.2 GTA will provide available source documents, nominate officials for consultation and consolidate comments through the designated project lead. The consultant remains responsible for the quality and completeness of its work. Decisions on institutional priorities, targets, budgets and final approval remain with GTA's authorised structures.

12.3 For clarity, the service provider does not assume ownership of GTA's risks or the risks of other institutions. Its obligation is to identify and communicate matters relevant to the assignment, explain their potential effect on the work and recommend options where appropriate. GTA and the relevant accountable parties retain responsibility for risk decisions and actions.

12.4 Each deliverable must be submitted in the agreed format and reviewed against the requirements in this RFP. The consultant must address consolidated comments within the timeframes agreed in the work plan. Final acceptance will be confirmed by the designated GTA official in writing.

## 13. CONFIDENTIALITY, OWNERSHIP AND HANDOVER

13.1 GTA information obtained through the assignment must be treated as confidential and used only for delivery of the contracted services. Deliverables prepared specifically for GTA must be handed over in editable electronic formats, subject to the final contract. The service provider may not publish or share GTA information without prior written authorisation.

13.2 At completion, the consultant must provide the final versions of all agreed documents, supporting schedules, indicator reference sheets, alignment matrices, presentation materials and relevant working files required for GTA to maintain the outputs.

## 14. DURATION OF THE ASSIGNMENT

14.1 The assignment must be completed within the planning timetable for the 2027/28 APP. Bidders must propose a realistic schedule that allows for document review, planning engagements, drafting, GTA review, revision, finalisation and handover. The final contract period and milestone dates will be confirmed in the bid documentation and at contract commencement.

## 15. ITEMS TO CONFIRM BEFORE PUBLICATION

15.1 The following administrative and procurement details must be confirmed by GTA before the RFP is issued:

- RFP number, issue date, closing date and time, submission method and official contact for enquiries.
- The APP planning calendar and deadline for completion and approval.
- Mandatory bid documents, declarations, supplier compliance requirements and any minimum qualification or experience requirements.
- Approved functionality criteria, detailed scoring, threshold and subsequent price/preference evaluation process.
- Contract duration, payment milestones, budget availability and officials authorised to accept deliverables.

- Required number and format of client references, and whether any specific qualification or professional registration is mandatory.
- Whether the final submission must follow a prescribed APP template or any additional current planning instruction supplied by GTA.

**16. CLOSING STATEMENT**

16.1 GTA requires a service provider who can bring sound strategic judgement, practical public-sector planning experience and a clear understanding of tourism development. The successful bidder must help the Authority produce a 2027/28 APP that aligns with government priorities and the Gauteng Tourism Master Plan 2030, uses the Action Lab as an implementation platform, and sets out credible commitments that can be delivered, measured and reported within the resources available.

16.2 The final output must be more than a planning document. It must provide GTA with a clear and usable basis for implementing its priorities, tracking performance, identifying delivery risks and reporting progress through the 2027/28 financial year.

**17. FORMAL PRICE QUOTATION**

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

**18. PROPOSAL SUBMISSION**

18.1 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 (completed and signed)

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

- SBD 1 – Invitation to Bid (completed and signed)

- SBD 6.1 - Preferential Procurement Regulations 2022 (completed and signed)
- SARS PIN
- BBBEE Certificate / Sworn Affidavit signed by the deponent and stamped by the Commissioner of oath
- CSD Report
- Business Profile
- Identity Document

## 19. INVOICES

19.1 Payments will be made against the delivered goods / services.

19.2 Invoices must indicate the task and/or output and should include a short description of goods delivered.

19.3 The GTA pays for work completed to the satisfaction of the agency. No upfront payments are made for work not yet done.

19.4 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

19.5 All the required documents for payment and queries should be directed to the Finance central invoice email to GTA.Invoices@gauteng.net

## 20. CRITERIA FOR EVALUATION OF PROPOSALS

20.1 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:<br>• Women = 10<br>• 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.

## 21. RULES OF BIDDING

21.1 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 proposals received do not match its requirements.

d) 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.

e) 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.

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.

i) The awarded service provide may be required to sign a service level agreement with the GTA.

j) The recommended bidder must be registered on the National Treasury Central Supplier Database before appointment.

k) The GTA reserves the right to request additional information / clarification during the evaluation process.

**l) N.B: NO LATE SUBMISSIONS WILL BE CONSIDERED AFTER THE CLOSING DATE AND TIME.**

**SBD 1**

## PART A
## INVITATION TO BID

| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)** | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | GTA/RFQ/2026/57 | CLOSING DATE: | 30-Nov-26 | CLOSING TIME: | 16H00PM |
| DESCRIPTION | STRATEGIC PLANNING FACILITATION AND TECHNICAL SUPPORT FOR THE DEVELOPMENT OF THE GAUTENG TOURISM AUTHORITY'S 2027/28 ANNUAL PERFORMANCE PLAN (APP) | | | | |
| **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 | Zanele Maqeba |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | Bids@gauteng.net | E-MAIL ADDRESS | Zanele@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? | ☐Yes ☐No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

| | |
|---|---|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ 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.<br>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.**<br>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.<br>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.<br>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.<br>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>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.<br>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:

**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** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

**SBD 6.1**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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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
- 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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

**80/20** **or** **90/10**

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

Where

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

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|
| Historically Disadvantaged individuals:<br>• Women = 10<br>• 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**: .....

.....

.....

.....