

Johannesburg Tourism Company NPC
A City of Johannesburg Metropolitan Municipality Entity

Req. No. 2003/009873/08

Sandton Library Offices	P.O Box 7776	Tel +27 11 779 0200
Nelson Mandela Square	Johannesburg	www.joburgtourism.com
West Street, Sandton	South Africa	
Johannesburg	2000	
South Africa		

REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC 0031/2024-25
Description: REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR PRODUCTION OF FIXED DISPLAY MATERIAL AND PROJECT MANAGEMENT OF JOBURG TOURISM COMPANY PARTICIPATING AT THE 2025 RAND EASTER SHOW: a) SECURING INDOOR FLOOR SPACE, DESIGN, BUILDING, BREAKDOWN OF THE EXHIBITION STAND RAND EASTER SHOW 2025 JOBURG TOURISM COMPANY FROM 17 -21 APRIL 2025 b) SECURING OUTDOOR FLOOR SPACE FOR ONE MOBILE VISITOR INFORMATION VEHICLE FROM 17-21 APRIL 2025 c) ACTIVATION AT THE JOBURG TOURISM EXHIBITION AREAS AT THE RAND EASTER SHOW ON 18 – 20 APRIL 2025	
<p>THIS REQUEST FOR PROPOSAL IS FOR</p> <p>THE JOHANNESBURG TOURISM COMPANY</p>	

Date of advertisement:	03 April 2025
Closing date:	10 April 2025
Closing time:	10H00
Compulsory briefing meeting	NOT APPLICABLE
Quotations <u>MUST be physically deposited in a TENDER box at:</u> 4th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton <u>Note well:</u> No emailed quotes will be entertained or considered for this RFQ	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the latter address at the time indicated and no late submissions will be received.
Procurement Enquiries	Sphiwe Mbatha Sphiwem@joburgtourism.com Tel: (011) 779 0200
Technical Enquiries	Lumka Dlomo LumkaD@joburgtourism.com Tel: (011) 779 0200

ENTITY DETAILS

Entity Type	Private	Partnership	Close Corporation		Sole Proprietor
	Other (Specify)				
Entity Name	Legal Name:				
	Trading as:				
Entity Registration Number					
City of Johannesburg/ JTC Vendor Registration Number (if already have)					
National Treasury Central Supplier Database number: (Compulsory)					
Entity Street Address					Postal Code :
Contact Details of the Person Representing the Entity	Name	:			
	Telephone:	:			
	Cell phone:	:			
	E-mail address	:			
Income Tax Number					
VAT Reference Number (if applicable)					

CONDITIONS OF QUOTATION

- 1. Quotation documents must be completed in black ink.**
- 2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation**
- 3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.**
- 4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above**
- 5. NO PRICE INCREASES/ADJUSTMENTS WILL BE CONSIDERED.**
- 6. All purchases will be made through an official purchase order form; therefore, no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.**
- 7. JOHANNESBURG TOURISM COMPANY WILL NOT MAKE ANY UPFRONT PAYMENTS AND TENDERERS MUST ENSURE THAT THEY HAVE SUFFICIENT CASH FLOW TO COVER THE PROVISION OF THE GOODS/SERVICES**
- 8. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.**
- 9. All prices must be quoted in South African currency (SA rand), all applicable taxes included**
- 10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.**
- 11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.**
- 12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.**
- 13. Prices quoted must be all inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.**

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14. The successful company must provide labour for off-loading/delivering.
 15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
 16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover to protect the Municipality against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.
 17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.
 18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
 19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation
 20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS
 21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer during the consultancy service is vested in the Johannesburg Tourism Company
 22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

VALIDITY OF RFQ: 30 DAYS

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.

SIGNATURE _____

NAME _____

SCHEDULE OF PROCESS/RATES

QUOTATION DESCRIPTION:

REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR PRODUCTION OF FIXED DISPLAY MATERIAL AND PROJECT MANAGEMENT OF JOBURG TOURISM COMPANY PARTICIPATING AT THE 2025 RAND EASTER SHOW:

- a) SECURING INDOOR FLOOR SPACE, DESIGN, BUILDING, BREAKDOWN OF THE EXHIBITION STAND RAND EASTER SHOW 2025 JOBURG TOURISM COMPANY FROM 17 -21 APRIL 2025**
- b) SECURING OUTDOOR FLOOR SPACE FOR ONE MOBILE VISITOR INFORMATION VEHICLE FROM 17-21 APRIL 2025**
- c) ACTIVATION AT THE JOBURG TOURISM EXHIBITION AREAS AT THE RAND EASTER SHOW ON 18 – 20 APRIL 2025**

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

BRIEF OVERVIEW

Johannesburg Tourism Company (JTC) seeks quotations from qualified, suitable service providers for the following services to be rendered on behalf of JTC at the Rand Easter Show from 17-21 April 2025 at Nasrec Expo Centre Johannesburg, Halls 5 and 6

- a) to secure floor space, design, build and breakdown of exhibition stands for participating at the Rand Easter Show from 17-21 April 2025 at Nasrec Expo Centre- Johannesburg Hall 6. Service providers are to submit costs with **proposed exhibition stand sample for JTC at show.**
- b) securing outdoor floor space for one mobile visitor information vehicle from 17-21 April 2025
- c) executing an activation at the Joburg Tourism exhibition areas at the rand easter show on 18 – 20 April 2025

Schedule of activities

Date	Activity	Venue
14.04.2025	Build Up of JTC stand	Hall 6, Nasrec Expo Centre, Johannesburg
15.04.2025	Completion of JTC stand	
16.04.2025	Hand- over of JTC stand	
17.04.2025	10h00 - 17h00 Exhibition	
18.04.2025	10h00 – 17h00 Exhibition	
19.04.2025	10h00 – 17h00 Exhibition	
20.04.2025	10h00 -17h00 Exhibition	
21.04.2025	10h00 -17h00 exhibition	
22.04.2025	Breakdown	

1. SCOPE OF WORK

Johannesburg Tourism Company (JTC) seeks quotations from qualified, suitable service providers for the following services to be rendered on behalf of JTC at the Rand Easter Show from 17-21 April 2025 at Nasrec Expo Centre Johannesburg, Halls 5 and 6

- a) to secure floor space, design, build and breakdown of exhibition stands for participating at the Rand Easter Show from 17-21 April 2025 at Nasrec Expo Centre- Johannesburg Hall 6. Service providers are to submit costs with **proposed exhibition stand sample for JTC at show.**
- b) securing outdoor floor space for one mobile visitor information vehicle from 17-21 April 2025
- c) executing an activation at the Joburg Tourism exhibition areas at the rand easter show on 18 – 20 April 2025

The successful and appointed service provider will be required to execute and project manage the above on behalf of JTC at the Rand Easter Show.

Rand Easter Show: 17-21 April 2025

Venue: Hall 6, Nasrec Expo Centre, Johannesburg

Stand number: TBA

Stand dimensions: 100sqm

Show Days: 17-21 April 2025

Note: Complete stand must be handed over to Tourism on 16 April 2025 at 16h00

Pavilion must comprise of below specifications:

- 1 x reception area
- 1 x public area
- 1 x storage facility
- 10 x SMME exhibition space

Reception Area

- 1 x reception counter with Covid -19 PVC screen and lockable cabinet
- 2 x highchairs
- 1 x Plasma screen (48 inch), with USB user friendly to plug in and showcase destination presentation at reception
- 2 x brochure stand to fit A4 size brochures with 6 tiers

Public Area: Lounge set up

- 1 x rectangular coffee table
- 1 x two-seater couch
- 2 x one - seater small couches

Storage facility within the stand

- 1 x lockable storage facility for brochures
- 1 x mini bar fridge
- 20 x parking vouchers at the Nasrec Expo Centre for the duration of the show.
- 30 x meal vouchers for officials at the stand for the duration of the show

Flooring:

The stand space should be wooden flooring to accommodate heavy traffic and ease of cleaning for the duration of the show.



Outdoor space

Venue: Hall 5, Nasrec Expo Centre, Johannesburg

Stand number: TBA

Stand dimensions: 120sqm

Show Days: 17-21 April 2025

Required:

1 x outdoor space for the JT Mobile Visitor information

1 x power point for connection and charging of the battery



Image of the JT Mobile visitor information

SMME exhibition space

SMME exhibition spaces within the main Tourism pavilion strategically spaced and branded.

- 10 x Counter – with lockable cupboard
- 20 x chairs for exhibitors
- Space per cubicle for the SMMEs must be 3mx3m

The counters must be branded with Joburg Tourism logo and SMME logo, depending on the final approved design.



Stand sample

Disclaimer:

The images and stand sample provided above are for illustration purpose ONLY. ***This is not a suggestion that bidders must copy the design for the purpose of this RFQ***, but rather have an idea of what Johannesburg Tourism Company is looking for without limiting the bidders' creativity.

Note well:

The main Tourism Pavilion must have the reception area and lounge/public area and enough space for activation. The pavilion must be branded with Joburg tourist attraction images namely but NOT limited to the suggested:

- Red bus, Orlando Towers, Nelson Mandela Bridge, Shopping, Eating out, bungee jumping, Quad-biking, Joburg Zoo, Hiking spots, hotels, etc. The pavilion area needs to allow for ease of movement and enough air circulation during the exhibition.
- The appointed service provider needs to source the images at OWN cost and follow all the necessary disclaimer and public use of the images as JTC will NOT be liable for any litigation because of use of images.

Destination Brand activation

Educational activity on “things to do in Joburg” script acted out by two actors sharing their experience in Joburg as tourists. The script must highlight destination offerings namely, shopping, culture, heritage, sport, Soweto, vilakazi street, Constitution Hill etc. After the act, there will be a question for the audience and a prize give-away. JTC will provide the prizes for the 3 day activation.

The

Date: 18, 19, 20 April 2025

Times: 14h00 – 14h15

Venue: JTC Stand

Prize giving/lucky draw on 18,19,20 April 2025 at 14h20

Equipment to be provided:

- 1 x cordless mic
- 2 x lapel mics
- PA System with operator
- 1 x speaker
- Mixers

Summary Pricing Schedule – Rand Easter Show: Nasrec Expo Centre

Item	QTY	PRICE/ UNIT	TOTAL PRICE
Exhibition stand design, build and breakdown	1		
Indoor floor space size 100sqm	1		
Wooden flooring1	1		
Outdoor floor space for the mobile information 120sqm	1		
Outdoor electronic point for the van	1		
Flash mob activation at JT stand on 18-20 April 2025	1		
TV monitor/screen (USB friendly)	1		
Reception counter with lockable storage	1		
A4 brochure stands with 6 zig zag tiers	2		
Highchairs (bar chairs) at reception	2		
Mini bar fridge	1		
1x black 2- seater couch in the public area	1		
2 x black 1- seater couch in the public area	2		
1 x rectangular coffee table in the public area	1		
SMME lockable cupboard	10		
Office chairs for the SMMEs	20		
Pre parking vouchers (access for the duration of the show)	20		
Meal vouchers at a value not exceeding R150.00 per meal voucher per day for the period of the show (17-21 April 2025)	30		
30 x 500ml sparkling water	30		
30 x 500ml still water	30		
Electricity point	3		
Joburg Tourism activation on 18, 19, 20 April 2025:	1		
<ul style="list-style-type: none"> - 2 x actors - 1 x cordless mic - 2 x lapel mics - PA System with operator - 1 x speaker - Mixers 			
30 x variety soft drinks 330ml (red grapetiser/icetea/coca cola/coke-lite/ orange juice) for the duration of the	30		

exhibition show i.e. 5 of each flavour			
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

RETURNABLE DOCUMENTS

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

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

EVALUATION CRITERIA

Phase one:

COMPLIANCE TO THE RFQ REQUIREMENTS

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

Phase two:

PRICE AND PREFERENTIAL GOALS POINTS

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system. The evaluation in terms of price and preferential goal points will be conducted on responsive bidders. A maximum of 80 points will be awarded for price and a maximum of 20 points will be awarded in line with the City's Preferential Goals in terms of the Preferential Procurement Regulations 2022 as follows:

TABLE 1

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

DISQUALIFICATION CRITERIA

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

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
3. Directors and Principal members not in the Service of the State

-
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers
 5. The quotation shall be awarded at the sole and absolute discretion of JTC. JTC hereby represents that it is not obliged to award this quotation to any bidder. JTC is entitled to retract this quotation at any time as from the date of issue. JTC is not obliged to award this quotation to the bidder that quotes the lowest price.
 6. Successful bidder will be required to enter into a service level agreement with JTC on delivery of the required service.

Disclaimer:

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

Bidder's Name:

- Johannesburg Tourism Company is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing; a separate pricing schedule must be submitted for each delivery point.

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

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBBEE certificate of the subcontractor.
- The quotation will be evaluated on 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:

REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR PRODUCTION OF FIXED DISPLAY MATERIAL AND PROJECT MANAGEMENT OF JOBURG TOURISM COMPANY PARTICIPATING AT THE 2025 RAND EASTER SHOW:

- a) SECURING INDOOR FLOOR SPACE, DESIGN, BUILDING, BREAKDOWN OF THE EXHIBITION STAND RAND EASTER SHOW 2025 JOBURG TOURISM COMPANY FROM 17 -21 APRIL 2025**
- b) SECURING OUTDOOR FLOOR SPACE FOR ONE MOBILE VISITOR INFORMATION VEHICLE FROM 17-21 APRIL 2025**
- c) ACTIVATION AT THE JOBURG TOURISM EXHIBITION AREAS AT THE RAND EASTER SHOW ON 18 – 20 APRIL 2025**

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer

or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

YES	NO
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3.8 Are you presently in the service of the state?

(Tick applicable box)

<input type="checkbox"/>	<input type="checkbox"/>
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3.8.1 If yes, furnish particulars.

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

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars

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

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.11.1 If yes, furnish particulars.....

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

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or

stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (Tick applicable box).

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

Item	Question	Yes	No
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices.
 - b) geographical area where product or service will be rendered (market allocation)

-
- c) methods, factors or formulas used to calculate prices.
 - d) the intention or decision to submit or not to submit, a bid.
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- 1. Name of bidder
- ii. Registration Number
- iii. Municipality where business is situated
.....
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached.

- 1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- 2. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- 3. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date