

## REQUEST FOR PROPOSAL/TENDER (RFP/T)

<b>TENDER NUMBER</b>	<b>RFP/ T04-2015/16</b>
<b>TENDER CLOSING DATE AND TIME</b>	<b>15<sup>th</sup> January 2016 at 12h00</b>
<b>TENDER DESCRIPTION</b>	<b>To appoint a suitably qualified and experienced travel management company to provide the Seda National Office in Pretoria with Corporate Travel Management Services.</b>

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**SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS**

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**1. INVITATION TO TENDER**

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE  
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

**TENDER NUMBER** : RFP/T 04-2015/16

**COMPULSORY BRIEFING DATE & TIME** : N/A

**BRIEFING SESSION VENUE** : Small Enterprise Development Agency  
The Fields, Office Block A,  
Ground Floor  
1066 Burnett Street,  
Hatfield, Pretoria.

**TENDER CLOSING DATE & TIME** : 15<sup>th</sup> January 2016 at 12h00

**TENDER DESCRIPTION** : To appoint a suitably qualified and experienced travel management company to provide the Seda National Office in Pretoria with Corporate Travel Management Services.

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**TENDER VALIDITY:** 90 Days from date of closure of this tender.

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**BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:**

Small Enterprise Development Agency  
The Fields, Office Block A,  
Ground Floor  
1066 Burnett Street,  
Hatfield, Pretoria.

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Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer / Bidder.

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**ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:**

Department : Supply Chain Management Unit  
Contact Person : Ms S Wright  
Tel : (012) 441-1218  
Fax : (012) 441-2218  
E-mail address : [swright@seda.org.za](mailto:swright@seda.org.za)

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## 2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed. Which are contained within this tender document.
- 2.2 Bids must be delivered to the correct address location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.3 Late submissions will not be accepted under any circumstances. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 Noon and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.
- 2.3.1 The Tender, including the returnable address, must be submitted in a sealed envelope, marked with:
- (a) Tender Number
  - (b) Closing Date and Time of the Tender
  - (c) The Name and Address of the Tenderer
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2011, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The successful bidder will be required to sign a written contract.
- 2.6 It is an absolute condition that the taxes of the bidder **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them. Proof of such arrangements from SARS must be provided in the absence of an original valid Tax Clearance Certificate.
- 2.7 An **Original, Valid, Tax Clearance Certificate must be submitted** with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate within seven (7) days of a notification of tender award may invalidate the tender award.
- 2.8 Each party to a consortium/ sub-contractors must submit a separate original and valid Tax Clearance Certificate. Application forms for the renewal of/ or application for a Tax Clearance Certificate is available at any Receiver's Office (SARS).

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- 2.9 The SBD4, SBD6.1, SBD8 and SBD9 documents contained in this RFP/T are compulsory documents and must be completed and returned with this tender proposal. Failure to submit completed and signed SBD documents will invalidate the tender proposal.
- 2.10 Failure to submit a valid BBBEE Certificate will result in zero preference points being awarded for BBBEE. If the entity's annual total revenue is R5m or less, then an Exemption Certificate may be submitted which has been issued by a **registered Auditor, Accounting Officer** (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)), or an **accredited SANAS verification agency**. Exempted Suppliers submitting an Exemption Certificate will be considered to be Level 4 BBBEE Contributors, and will automatically be entitled to claim/ be awarded 12/20 or 5/10 BBBEE preference points, based on whichever preference point system is applicable (i.e. 80/20 or 90/10).
- 2.11 Tender forms contained within the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars should be furnished on this document where appropriate, or in a separate annexure.
- 2.12 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its quotation in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein, failing which, the tender shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this tender. Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.13 This tender document, together with associated forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.14 This tender document, together with associated forms and annexures, may NOT be filled in by means of mechanical devices. A black ink pen should be used to fill in this tender document.
- 2.15 Bidders should check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.



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- 2.16 The tender price shall be open for **acceptance for a period of at least 90 calendar days after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for this reason. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of 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.
- 2.17 Failure to have the Price Declaration of this tender document signed, or signed by a duly authorized person, will constitute non-commitment by the bidder of the tender price, and **the bid will be invalidated**.
- 2.18 All prices shall be quoted in South African currency and be **VAT inclusive**.
- 2.19 Seda reserves the right to only accept part of the submitted bid by a supplier.
- 2.20 Seda reserves the right to withdraw this tender.
- 2.21 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.
- 2.22 It should be noted that the Small Enterprise Development Agency reserves the right to accept or reject any tender proposal without being obliged to give any reasons in this respect.
- 2.23 The bidder's **company letterhead** must be used for the proposal's cover letter and reflect the company name, address and contact details.
- 2.24 The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.25 All pages of the proposal must be **initialed** by the responsible person.
- 2.26 These conditions form part of the tender general conditions which must be read in conjunction with the attached GCC by National Treasury, and failure to comply therewith will invalidate your tender.
- 2.27 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: [FraudPrevention@seda.org.za](mailto:FraudPrevention@seda.org.za); or sms: 39772.

### 3 TAX CLEARANCE REQUIREMENTS

It is an absolute requirement that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations. Should a Tax Clearance Application be in progress, then proof from SARS must be provided that an application is in progress.

- 3.1 In order to meet this requirement, bidders are required to obtain from SARS and complete in full, the "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. An example of this application form is provided in this tender document, but is available at any SARS branch office nationally or on their website [www.sars.gov.za](http://www.sars.gov.za) .
- 3.2 Application for the Tax Clearance Certificate may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as an e-Filer through the SARS website [www.sars.gov.za](http://www.sars.gov.za) .
- 3.3 Tax Clearance Requirements are also applicable to foreign bidders/ individuals who wish to submit bids. Enquiries can be made at: [sravele@sars.gov.za](mailto:sravele@sars.gov.za).
- 3.4 SARS will verify that the bidder's tax matters are in order and furnish the bidder with an original Tax Clearance Certificate which will be valid for a period of one (1) year from the date of approval.
- 3.5 The original, valid Tax Clearance Certificate must be submitted together with the bid/ tender proposal. Failure to submit the original, valid Tax Clearance Certificate within (7) seven days of a notification of tender award will result in the award being invalidated. Certified copies of the Tax Clearance Certificate will not be accepted.
- 3.6 In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate original, valid Tax Clearance Certificate. Certified copies of the Tax Clearance Certificate will not be accepted.



#### **4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011**

The preference point system will be applied in the adjudication of all qualifying bids/ tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS IN RESPECT OF THE PREFERENCE POINT SYSTEM APPLICABLE TO B-BBEE AND PRICE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011.

##### **4.1 GENERAL CONDITIONS**

###### **4.1.1 The following preference point systems is applicable to all bids:**

- (a) The 80/20 system for requirements with a Rand value up to R1,000,000 (all applicable taxes included); and/ or
- (b) The 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).

Whichever preference point system is applicable, bids shall be awarded points for:

- (a) Price - (90 Points or 80 Points); and
- (b) B-BBEE (Based on the Status level of Contributor) - (10 Points or 20 Points).

###### **4.1.2 The following conditions will apply when Functionality is used to evaluate bids:**

If Functionality is part of the evaluation process then a stipulated minimum threshold must be specified which must be met by the bidder in order for the tender proposal to be further evaluated for preference points. All bids meeting the stipulated minimum threshold will be known as "qualifying bids". Bids not meeting the minimum stipulated threshold for Functionality Criteria will not be considered for preference points and the bid will be eliminated/ disqualified for further evaluation.

##### **4.2 ADJUDICATION USING THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM**

4.2.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

4.2.3 Points scored will be rounded off to the nearest 2 decimal places.

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4.2.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

4.2.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points, including equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

4.2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4.3 AWARDING OF PREFERENCE POINTS FOR PRICE**

The 80/20 or 90/10 preference point system will be applied in the adjudication of all qualifying bids/tenders where a maximum of 80 or 90 points will be allocated for price, but will not exceed the 80 or 90 points, dependant on which system is being applied:

$$\begin{array}{cc}
 \mathbf{80/20} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or } P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

**Where**

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{\min}$  = Rand value of lowest acceptable bid

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**4.4 AWARDING OF PREFERENCE POINTS FOR B-BBEE (Status Level of Contribution)**

4.4.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations of 2011, preference points must be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the B-BBEE Points Allocation Table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
**3	**8	**16
*4	*5	*12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

*In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with an annual revenue of R5 million or less qualifies as an EME (with the exception of Sector Charters i.e. Tourism and Construction).*

*\*\*In instances where EME's are more than 50% owned by black people, such EME's qualify as "B-BBEE status level three (3) contributors".*

*\*EME's are deemed to have a B-BBEE status level four (4) contributor.*

4.4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

4.4.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

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- 4.4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.4.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.4.9 In order to claim points for B-BBEE, (SCM/PCF 004: PREFERENCE POINTS CLAIM FORM (SBD6.1)) on Page 23 of the tender document must be completed and submitted with the tender proposal.

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**SECTION B: TENDER FORMS FOR COMPLETION BY THE BIDDER (COMPULSORY)**



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**5 SCM/PD001: PRICE DECLARATION BY THE TENDERER**

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period. I/We confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname: .....

Signature: .....

Date: .....

Are you duly authorized  
 To commit this tender:

Yes	No	<input type="checkbox"/>
-----	----	--------------------------

Capacity under which this tender is signed: .....

**TOTAL TENDER PRICE**

Total Cost of Ownership (TCO) to Seda  
 (Inclusive of VAT, Discounts, etc.)

R \_\_\_\_\_

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**6 SCM/VOA002: VALIDITY OF TENDER PRICE FOR THE PERIOD OF ACCEPTANCE**

The Bidder is required to complete the following information on the duration for acceptance of the tender price, as follows:

The tender price holds good until: \_\_\_\_\_  
*(State alternative period if less than 90 days  
after tender closure date)*

Print Name : \_\_\_\_\_

Signature of Tenderer : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date : \_\_\_\_\_

**7 SCM/DOI003: DECLARATION OF INTEREST (SBD4)**

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**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means -

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder YES / NO  
 presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

.....

.....

Name of state institution at which you or the person  
 connected to the bidder is employed : .....

.....

Position occupied in the state institution: .....

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Any other particulars: .....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
 .....  
 .....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

.....  
.....  
.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**8 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)**

This preference claim form must form part of all bids submitted. Before completing this form, bidders must study the General Conditions and Definitions in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations of 2011. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution. *(As a guide, refer also to the table of B-BBEE Contributor Level, on page 13).*

**DEFINITIONS**

- 8.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 8.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 8.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 8.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 8.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 8.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 8.7 “**consortium or joint venture**” 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;
- 8.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;



- 8.9 “**EME**” means any enterprise with annual total revenue of R5 million or less.
- 8.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 8.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 8.12 “**non-firm prices**” means all prices other than “firm” prices;
- 8.13 “**person**” includes a juristic person;
- 8.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 8.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 8.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 8.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 8.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**9 CLAIM DECLARATION**

Bidders who claim points in respect of B-BEE Status Level Contribution must complete and provide the following information:-

- 9.1 **B-BBEE Status Level of Contribution:** ..... (maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 2.1 must be in accordance with the table reflected on Page 14 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited

by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**9.2 SUB-CONTRACTING**

9.2.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

9.2.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? (.....%)
- (ii) the name of the sub-contractor?.....  
 .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable) .....

**10. DECLARATION WITH REGARD TO COMPANY/ FIRM**

10.1 Name of company/ firm: .....

10.2 VAT registration number: .....

10.3 Company registration number: .....

**10.4 TYPE OF COMPANY/ FIRM [Tick Applicable Box]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

**10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....

**10.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer

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- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

10.7 Total number of years the company/firm has been in business? .....

10.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 2.1 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we 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 paragraph 2.1 above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

**WITNESSES:**

1 .....

SIGNATURE(S) OF BIDDER(S)

2 .....

DATE: .....

ADDRESS: .....

.....  
.....  
.....  
.....

**9 SCM/DPSCM005: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)**

- 1 This Standard Bidding Document must form part of all bids submitted.
- 2 This document serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Request for Proposal

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**SBD8**

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

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

Request for Proposal

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**SBD8**

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**10 SCM/IBD006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited/ submitted.
- 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.



<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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 or not affiliated with the bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit, or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> 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.

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

.....  
 Position

.....  
 Name of Bidder

Request for Proposal

**11 SCM/SPD007: SERVICE PROVIDER DECLARATION**

Tenderers must complete the Service Provider's Declaration Form.

**SERVICE PROVIDER DECLARATION FORM**

**NB: Should your FORM not be completed in full with your Tender/Proposal will be rejected. Information in this questionnaire received will be treated with confidentiality.**

COMPANY NAME: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_  
Full Name and Surname

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

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Request for Proposal

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**IMPORTANT NOTES: PLEASE READ CAREFULLY**

To be completed by all Service Providers responding to a tender/ proposal or upon registration as an approved service provider on the procurement data base;

The application must be completed in full, be signed and commissioned by a Commissioner of Oaths where required.

A company profile must accompany the registration form but will not be accepted as a substitute for the application form - all fields on the application form must be completed by the tenderer.

Attached the following:

- Valid original Tax Clearance Certificate
- Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable.
- Company PROFILE including experience.
- A copy of the previous two years audited/ signed-off financial statements.
- Copies of accreditation certificates etc. where applicable.

**Request for Proposal**

<b>SERVICE PROVIDER DETAILS</b>			
Registered Name of the Company:			
Trading Name of the Company:			
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:	
Telephone Number:		Fax Number:	
Web Address:		E-mail Address:	
Name of Contact Person:		Contact Numbers Cell:	
Business Physical Address: ..... ..... ..... .....		Postal Address: ..... ..... ..... .....	
Web Address:		E-mail Address:	
<b>TYPE OF FIRM</b> (Please <input type="checkbox"/> the relevant box or boxes)			
<input type="checkbox"/> <b>Public Company (Ltd)</b>			
<input type="checkbox"/> <b>Private Company (Pty) Ltd</b>			
<input type="checkbox"/> <b>Closed Corporation (CC)</b>			
<input type="checkbox"/> <b>Sole Proprietor</b>			
<input type="checkbox"/> <b>Partnership</b>			
<input type="checkbox"/> <b>Trust</b>			
<input type="checkbox"/> <b>Section 21 Company</b>			
<input type="checkbox"/> <b>Government/ Parastatal</b>			
<input type="checkbox"/> <b>Joint Venture</b>			
<input type="checkbox"/> <b>Consortium</b>			
<input type="checkbox"/> <b>Other, (Specify) .....</b>			
<b>PARTICIPATION CAPACITY</b> (Please <input type="checkbox"/> the relevant box or boxes)			
<input type="checkbox"/> <b>Prime Contractor</b>			
<input type="checkbox"/> <b>Sub-Contractor</b>			
<input type="checkbox"/> <b>Supplier</b>			
<input type="checkbox"/> <b>Services including Professional</b>			
<input type="checkbox"/> <b>Manufacturer</b>			
<input type="checkbox"/> <b>Repairer</b>			
<input type="checkbox"/> <b>ISO Listed</b>			
<input type="checkbox"/> <b>Importer</b>			



**Request for Proposal**

<b>Company/ Institution Name</b>	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
<b>Company/ Institution Name</b>	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
<b>Company/ Institution Name</b>	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
<b>GENERAL</b>	
1. Did the firm exist under a previous name? YES/ NO	
If YES, what was its previous name?	
2. Does your company/any of its employees have a vested interest in <b>SEDA</b> ? If so, state which Department within <b>SEDA</b> the said employee/s have such vested interest	
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of <b>SEDA</b> and/or the <b>DTI</b> , <b>dsbd</b> or has been in the service of <b>SEDA</b> and/or the <b>DTI</b> , <b>dsbd</b> in the previous twelve months?	



**Request for Proposal**

**BANKING DETAILS**

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

**Bank Account Name :** \_\_\_\_\_

**Name of Bank :** \_\_\_\_\_

**Branch Code & Name :** \_\_\_\_\_

**Account Number :** \_\_\_\_\_

Type of Account:            Cheque                Savings                Transmission   

**Bank details to be certified as correct by DATE STAMP of BANK:**

**DATE STAMP OF BANK**

**Name and Surname :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Tel number :**    (\_\_\_\_\_) \_\_\_\_\_

**Fax number :**    (\_\_\_\_\_) \_\_\_\_\_

**Request for Proposal**

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**I/We the undersigned, acknowledge(s) that:**

- The information furnished is true and correct
- The B-BBEE points claimed is in accordance with the General Conditions contained within this document
- Any conflict of interest has been declared in writing
- An official Seda Purchase Order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of a valid invoice.

**NAME AND SURNAME:** .....

**SIGNATURE:** .....  
 (Duly Authorised to sign)

**ON BEHALF OF:** .....  
 (Name of Organization)

**ADDRESS:** .....  
 .....  
 .....

**TELEPHONE NUMBER:** .....

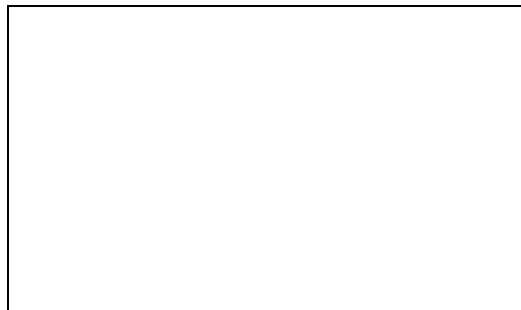
**DATE:** .....

**REGISTERED COMMISSIONER OF OATHES:**

**SIGNATURE:** .....

**DATE:** .....

**STAMP:**  
 (Commissioner's Stamp with registered number)  
 Failure to have a copy of this document signed by  
 A Commissioner of Oaths may invalidate this  
 tender/ proposal submission



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Request for Proposal

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**SECTION C: TERMS OF REFERENCE AND BID EVALUATION CRITERIA**

## Request for Proposal

### 12 BACKGROUND

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development. Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004, and is mandated to coordinate and provide non-financial support services to small enterprises through a network of its Branches and Service Providers.

### 13 PROJECT OBJECTIVE

The objective of this project is to source and appoint a suitably qualified and experienced travel management company to provide the Seda National Office in Pretoria with Corporate Travel Management Services in order for Seda to implement its mandate nationally through the Seda network.

To enter into a three (3) year contract with the successful bidder who will be required to align delivery of Corporate Travel Management Services, to the Seda Travel Policy, which will be provided on award of the tender.

### 14 SCOPE OF WORK: DELIVERABLES

#### 14.2 Outputs

The travel management solution should be tailored to meet the needs of the Seda National Office where some of the core tasks to be carried out, are set out below:

- 14.2.1 Provide travel and accommodation booking arrangements based on specified travel requests and the needs of Seda travellers, lodged in terms of a specified process;
- 14.2.2 Receive travel booking instructions from various Seda travel administrators and respond timeously to requests;
- 14.2.3 The provision of services will be required to be in line and comply with National Treasury Cost Containment Measures and Seda Travel Policy;
- 14.2.4 Provide Seda with monthly management reports and related costs of services provided to Seda in terms of predetermined format/s; and

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**Request for Proposal**

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14.2.5 Make an undertaking to disclose information on standing agreements with clients i.e.: air-lines, hotels, corporate venues, car hire companies and shuttle services etc. as part of the value chain.

**14.3 Activities**

A comprehensive range of travel management services required by Seda will include the following minimum needs:

- 14.3.1 Arranging and booking local and international air travel;
- 14.3.2 Arranging and booking motor-vehicle hire/rental for local and international travel;
- 14.3.3 Arranging suitable point-to-point shuttle transfers;
- 14.3.4 Arranging and booking local and international accommodation;
- 14.3.5 Arranging for visa applications and visas where necessary;
- 14.3.6 Providing support services for Seda staff to obtain passports;
- 14.3.7 Arranging for foreign exchange for international travel;
- 14.3.8 Providing specialised group travel arrangements;
- 14.3.9 Arranging the lowest and best rates local and international air travel, conferences, accommodation and car hire;
- 14.3.10 Provide travel arrangements for travellers with special needs and persons living with disabilities;
- 14.3.11 Providing conference, related travel and accommodation arrangements;
- 14.3.12 Advising on relevant health precautions in lieu of selected travel destinations where applicable;
- 14.3.13 Arranging and/or advising on travel insurance based on selected travel destinations where applicable;
- 14.3.14 Alerting and advising Seda on any other suitable corporate agreement on offer and any other travel related matters;
- 14.3.15 Preparing and arranging for delivery of travel tickets, vouchers and relevant documents;
- 14.3.16 Providing a 24/7 emergency service for the convenience of Seda staff travel based on the designated Seda staff list;
- 14.3.17 Administrative and accounting services;
- 14.3.18 Arrange and facilitate at least two workshops per annum for travellers and travel bookers, in line with Seda policies; and
- 14.3.19 Reporting.

**14.3 Reporting Requirements**

The service provider will be required to prepare comprehensive monthly reports on all travel services provided to Seda's National Office, based on agreed formats for such reports.

**Request for Proposal**

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**14.4 Lines of communication**

The service provider will work in close collaboration with designated Seda staff to ensure effective and efficient implementation of the project.

A designated Seda staff list, containing the relevant approval levels as well as Seda’s Travel Policy and Procedures will be provided to the successful service provider after an award has been made.

**15 DURATION OF PROJECT**

The service provider will be required to enter into a three year contract with Seda where service levels and satisfactory performance will be reviewed/ assessed annually.

**16 BILLING REQUIREMENTS OF SERVICE**

Seda requires billing to be based on a flat/ fixed management fee basis for the full range of travel management services required by Seda. In order to assist bidders to establish a management fee percentage (%) for Seda, the following financial information is made available for this purpose:

<b>Financial Year</b>	<b>Value of Seda Spend on “Travel”</b>
Projected - 2015/16	R13,428,680
Projected - 2016/17	R14,100,114
Projected - 2017/18	R14,805,120
<b>TOTAL</b>	<b>R42,333,914</b>

The management fee offered will be applied to the above total value and used to determine the preference points for price when evaluating the bid.

Seda will be using a lodged card for the payment of travel management costs.

**Request for Proposal**

**17 EVALUATION OF THE TENDER**

All tenders will be evaluated for functionality criteria which must meet the overall stipulated minimum threshold of eighty percent (80%) for functionality criteria, to qualify for the awarding of preference points for price and B-BBEE.

Qualifying bids will be evaluated in accordance with the 90/10 preference point system, as contemplated in the Preferential Procurement Regulations of 2011.

The following preference point system will be applicable to this bid which value is estimated to exceed R1,000,000 (all taxes included):

Preference Point System		
Description		Points Allocated
1	Price	90 Points
2	B-BBEE	10 Points

**17.1 Pre-Qualification Criteria**

The following pre-qualification criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria will result in the disqualification of the bid:

1	A fully completed Tender Document with duly completed compulsory documents must be duly completed, signed and certified where required and submitted together with the bidders tender proposal.
2	A certified copy of the Certificate proving formal membership to ASATA (Association of south African Travel Agents) is required, which must contain the membership registration number. Membership must be valid.

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**17.2 Functionality Criteria**

Functionality Criteria to be evaluated will be based on two phases. The stipulated minimum threshold for phase one is eighty percent (80%) which must be met in order to qualify for phase two evaluation. The stipulated minimum threshold for phase two is seventy percent (70%), thus the overall stipulated minimum threshold to be met for phase one and two, will be seventy nine percent (79%), which is the minimum overall requirement to qualify for the awarding of preference points.

**17.2.1 Framework for Evaluation of Bids for Functionality Criteria**

Functionality Criteria to be Evaluated		Scoring
<b>Phase 1</b>		
1	Capacity to Deliver - Financial Stability - Technical and Human Resource Capability	50
2	Experience	40
<b>Sub Total</b>		<b>90</b>
<b>Stipulated Minimum Threshold 80%</b>		<b>(72)</b>
<b>Phase 2</b>		
3	Presentation	10
<b>Sub Total</b>		<b>10</b>
<b>Stipulated Minimum Threshold 70%</b>		<b>( 7)</b>
<b>Overall Total</b>		<b>100</b>
<b>Overall Stipulated Minimum Threshold 79%</b>		<b>( 79)</b>
<b>A FUNCTIONALITY SCORE OF LESS THAN SEVENTY NINE (79) POINTS WILL ELIMINATE THE PROPOSAL FROM FURTHER EVALUATION</b>		

**Note:**

Only qualifying proposals meeting the Overall Stipulated Minimum Threshold of seventy nine (79%) percent will be considered for the awarding of 90/10 Preference Points.



**Request for Proposal**

**17.2.2 Detailed Functionality Criteria of Tender Proposal to be Evaluated: Phase 1 and 2**

Detailed Functionality Criteria to be Evaluated		Scoring & Weighting of Importance
<b>1. Capacity to Deliver</b>		
<b>1.1</b>	<p><b>Financial Stability</b></p> <p>The company must prove that it is financially stable and provide a minimum of three recent audited annual financial statements for verification:</p> <ul style="list-style-type: none"> <li>- 2014/2015</li> <li>- 2013/2014</li> <li>- 2012/2013</li> </ul>	<b>15</b>
<b>1.2</b>	<p><b>Technical and Human Resource Capability</b></p> <p>The company should display adequate technical and human resource capability to deliver the required services as described in the tender document, through the provision of the following documentation and records:</p> <ul style="list-style-type: none"> <li>- Company Profile</li> <li>- Detailed Organogram</li> <li>- Detailed Company Structure with Positions</li> <li>- Outline of Internal Infrastructure</li> <li>- Outline of Technical Capability</li> <li>- CV/ CV's of nominated key account staff allocated to the Seda account where customer care, project management and management experience in the industry is essential.</li> </ul>	<p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>10</b></p>

### Request for Proposal

<b>2. Experience</b>		
<b>2.1</b>	<p><b>Company Experience</b></p> <p>The travel management company must have a <u>minimum of five years'</u> experience in handling corporate travel accounts of approximately R10 million per annum with similar/ comparable travel activities as described in the Terms of reference.</p> <ul style="list-style-type: none"> <li>- With reference to the above, a <u>minimum</u> of four verifiable referral letters must be provided from local corporate clients in the private and/ or public sectors.</li> </ul>	<b>40</b>
<b>Sub Total Phase 1</b> <b>Stipulated Minimum Threshold to be met: 80%</b>		<b>90</b> <b>(72 points)</b>
<b>3. Presentation</b>		
<b>3.1</b>	<p><b>Presentation</b></p> <p>Qualifying bidders will be required to deliver a presentation which will be evaluated based on the following elements:</p> <ul style="list-style-type: none"> <li>- <b>Leadership</b> - demonstrate the role of staff and key account manager who will be responsible for the Seda Account <span style="float: right;">2</span></li> <li>- <b>Sourcing</b> - demonstrate the capability that suitable service providers (shuttle hire, accommodation, flights/ airlines, conferencing, etc) can be sourced on request <span style="float: right;">2</span></li> <li>- <b>Behaviour Management</b> - demonstrate how the company motivates employees to be productive and professional and easy for their clients to work with <span style="float: right;">1</span></li> <li>- <b>Organisational Design</b> - demonstrate how the travel management company will interface with Seda travel administrators/ organisers which includes the handling of emergencies <span style="float: right;">2</span></li> <li>- <b>Technology</b> - summarise the technology that will be used during travel management and reporting <span style="float: right;">1</span></li> <li>- <b>Governance</b> - state how the travel management company manages, tracks, reports and corrects performance. <span style="float: right;">2</span></li> </ul>	
<b>Sub Total Phase 2</b> <b>Stipulated Minimum Threshold to be met: 70%</b>		<b>10</b> <b>(7 points)</b>
<b>Overall Total Phase 1 &amp; 2</b> <b>Overall Stipulated Minimum Threshold to be met: 79%</b>		<b>100</b> <b>(79 points)</b>

## Request for Proposal

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**Note:**

Only qualifying tender proposals meeting the Overall Stipulated Minimum Threshold of seventy nine percent (79%) will be considered for further evaluation for 90/10 Preference Points.

**17.3 Awarding of Preference Points**

Only qualifying proposals will be evaluated for preference points after meeting the Stipulated Minimum Threshold for functionality criteria in terms of the Preference Point System described in the PPPFA Regulations of 2011, as follows:

Preference Point System		
Description		Points Allocated
1	Price	90 Points
2	B-BBEE	10 Points
<b>TOTAL POINTS</b>		<b>100 Points</b>

**17.3.1 Price**

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda. All bid prices will be brought to a common basis for evaluation and points will be allocated proportionately, and based on the lowest price.

**17.3.2 B-BBEE**

B-BBEE Preference claim form (SBD 6.1) must form part of all bids submitted. This form serves as a claim by the bidder for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution.

**18 QUALITY OF PROPOSAL**

Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked format together with an index.

An introductory covering letter using the company’s official stationary (letterhead) reflecting the company’s name and address should accompany the tender proposal.

**19 IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID**

- 19.1 The following important documents must be submitted with the tender proposal:
- 19.1.1 The duly completed and signed returnable RFP/T Tender Document with all the required compulsory forms completed.
  - 19.1.2 References of experience as requested.
  - 19.1.3 CVs as requested.
  - 19.1.4 Valid B-BBEE Certificate/ Exemption Certificate.
  - 19.1.5 Valid, Original Tax Clearance Certificate.
  - 19.1.6 Copy of Company Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, etc. whichever is applicable.
  - 19.1.7 Company Profile that illustrates the core business and services being offered, which also includes an organogram and/or company structure reflecting the number of staff.
  - 19.1.8 A copy of the last/ previous three years audited/ signed-off financial statements.
  - 19.1.9 Copies of accreditation certificates requested etc.

**Request for Proposal**

**20 CLOSING DATE**

Completed tender documents must be submitted in a sealed envelope clearly marked with the details as indicated on page 7 of this document and placed in the Seda Tender Box located at the address below. No late or electronic tenders will be accepted.

**Tender Closing Date** : **15<sup>th</sup> January 2016**

**Tender Closing Time** : **12h00**

**Address** : **The Seda Tender Box**  
Small Enterprise Development Agency (Seda)  
The Fields  
Office Block A  
Ground Floor  
1066 Burnett Street  
Hatfield  
Pretoria, 0007

**Telephone** : **(012) 441-1000 / 1218**

**All couriered/ posted tender proposals MUST reach Seda by the closing date and time.**

Request for Proposal

**ANNEXURE A: GENERAL CONDITIONS OF CONTRACT**