



*"The heartbeat of Africa"*

**Johannesburg Tourism Company NPC**  
A City of Johannesburg Metropolitan Municipality Entity

Rea. No. 2003/009873/08

Sandton Library Offices  
Nelson Mandela Square  
West Street, Sandton  
Johannesburg  
South Africa

P.O Box 7776  
Johannesburg  
South Africa  
2000

Tel +27 11 779 0200  
[www.joburgtourism.com](http://www.joburgtourism.com)

## REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC0041/2022-23
<b>Description: REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER</b>	
<b>THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY</b>	

Date of advertisement:	01 December 2022
Closing date:	08 December 2022
Closing time:	14H00
Compulsory briefing meeting date (JTC Offices)	Monday 05 December 2022 @ 11:00
Quotations may be deposited in bid box at: Sandton Library Offices 4 <sup>TH</sup> Floor Nelson Mandela Square West Street, Sandton	
Procurement Enquiries	<a href="mailto:mkhumalo@mbus.joburg.org.za">mkhumalo@mbus.joburg.org.za</a> Tel: (011) 779 0200
Technical Enquiries	<a href="mailto:fkhan@mbus.joburg.org.za">fkhan@mbus.joburg.org.za</a> Tel: (011) 779 0200

**Non-Executive Directors:** Terry Tselane (Chairperson) | Bulelwa Koyana | Sakhumzi Maqubela | Ditaba Lucy Maraka Dr Umbigay Naidu

**Executive Directors:** Thandubuhle Mgudlwa (Acting Chief Executive Officer) | Feroz Khan (Acting Chief Financial Officer)



**REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER**

**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)					



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**PRICING SCHEDULE – FIRM PRICES**

**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 BBEE 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) \_\_\_\_\_



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- Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.

**SCHEDULE OF PRICES/ RATES:**

<b>QUOTATION DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER</b>	
<b>Pricing</b>	<b>(R)</b>
<b>Sub Total Price</b>	
<b>Vat 15% (if applicable)</b>	
<b>Total Quoted Price (Inclusive of Vat)</b>	



**REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER**

**MBD 4: DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....

3.4 Company Registration Number: .....  
.....

3.5 Tax Reference Number:



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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

3.8 Are you presently in the service of the state?

(Tick applicable box)

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

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.....



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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

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)



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<sup>1</sup>MSCM 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.

<sup>2</sup> 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.





**REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER**

**MBD8: 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"/>



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Item	Question	Yes	No
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)?  (To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , 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).	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 of law outside 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:		
Item	Question	Yes	No
4.4	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Item	Question	Yes	No
4.4.1	If so, furnish particulars:		
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?	<input type="checkbox"/>	<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**



**REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER**

**MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Form “I” must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:



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**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 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



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- 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.
- 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



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**FORM "E"**

**SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE**

**1 OVERVIEW**

The JTC is a municipal entity of the City of Johannesburg Metropolitan Municipality. The JTC has effectively commenced trading on 01 July 2022. The JTC wishes to procure the services of a service provider that can assist with the take-on of assets. In terms of the Mayoral Resolution, the assets of the tourism directorate are to be transferred to the entity with effect from 01 July 2022. It must be noted that the assets are being transferred from the City in terms of GRAP 105: Transfer of Functions between Entities under Common Control.

The JTC has performed an initial verification of assets. The table below summarizes the results of the initial verification of the assets.

	Count of Status	Sum of Cost at Acquisition	Acc. Dep: Beg Yr.	Book Value: Beg Yr.
<b>Assets with Opening Cost</b>	<b>87</b>	<b>1 505 468</b>	<b>(651 347)</b>	<b>854 121</b>
Heritage Assets	8	84 800	(24 229)	60 571
Property Plant and Equipment	79	1 420 668	(627 119)	793 550
<b>Assets without Opening Cost</b>	<b>294</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transport Assets	1	-	-	-
Heritage Assets	2	-	-	-
Property Plant and Equipment	291	-	-	-
<b>Grand Total</b>	<b>381</b>	<b>1 505 468</b>	<b>(651 347)</b>	<b>854 121</b>

The overall objective is to provide the JTC with an asset register that will meet both GRAP and MSCO reporting requirements.



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**2 SCOPE OF WORK**

The primary objective of the service provider is to provide the JTC with GRAP compliance asset register. The asset register needs to enable reporting in terms of MSCOA. The table below lists the JTC requirements, with objectives/outcomes, that the JTC believes that will enable the entity to have a GRAP compliant asset register.

Work required	Objective
(1) Review the work done by the JTC team to date	To ensure that service provider has an understanding of the asset of the JTC.
(2) Review and confirm the classification of all assets (GRAP and MSCOA)	This is to ensure that the service provider understand the classifications that will be used to compile the asset register.
(3) Perform an asset verification of all assets of the JTC	To verify all the JTC assets to ensure that all assets are tagged and located
(4) Install new asset labels for all assets while removing old asset labels	JTC will require assets to be labelled with the new JTC barcode.
(5) Reconcile old and new labels	This is to ensure that the JTC has an audit trail for all assets that were transferred from the City to the JTC
(6) As part of the assert verification process, perform a conditional assessment of the assets	This is necessary for the JTC to understand the condition of the assets as well as to account for the assets in terms of GRAP. This must be done in line with the City’s policy.
(7) Review the useful lives of the asset	To ensure that the entity is depreciating the asset in line with GRAP
(8) Provide a valuation of for assets that have no costs	This is to ensure that the JTC has a basis for depreciating the assets
(9) Provide a file that meets the requirement of audit.	This is to ensure that the JTC does not have any audit issues during the next audit cycle.
(10) Provide audit support at the end of the financial year should the need arise.	This is to address any audit queries that may arise from the audit process





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(11) The service provider must provide the asset register in excel as well as a format that can be uploaded in the asset register	This will enable the entity to maintain the asset register over the year.
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**3 GRAP Standards**

The JTC believes that the primary GRAP standards applicable to this assignment are as follows:

GRAP	Title
GRAP 1	Presentation of Financial Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 12	Inventories
GRAP 13	Leases
GRAP 16	Investment Property
GRAP 17	Property Plant and Equipment
GRAP 20	Related Party Disclosures
GRAP 21	Impairment of Non-cash-generating Assets
GRAP 31	Intangible Assets
GRAP 103	Heritage Assets
GRAP 105	Transfer of Functions Between Entities Under Common Control

**4 Output**

A GRAP compliant asset register in an excel format which can be uploaded in to the accounting system



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**5 EXPERTISE**

No.	Area	Included (Yes/ No)
(1)	The service provider must provide a project plan for the verification process.	
(2)	Service providers (company level) must have at least 10 years' experience in assets management	
(3)	The project lead must have at least 10 years' experience in assets management	
(4)	The project team must the technical expertise in terms of GRAP. I terms of GRAP, it would be preferable that the person is a CA (SA)	
(5)	The service provider must provide at least three references similar work was done. The reference must include the scope of the work. Alternatively the service provider can provider an extract of the scope of work	

**6 PRICING REQUIREMENTS**

Area	TOTAL PRICE. Inc. VAT)
<b>GRAP Compliant Asset Register</b>	
<b>Asset Management Support</b>	
<b>Total</b>	
<b>VAT</b>	
<b>Total (Incl. VAT)</b>	

- There will be a compulsory briefing session. Those that do not attend be disqualified.



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