



Gauteng Film Commission

Request for Proposal:

Panel for Travel Agents for GFC

11/07/2024

Closing Date: 29 July 2024

Closing Time: 15:00

Submission Address: **Gauteng Film Commission, 1st Floor.**

Surrey House, 35 Rissik Street, Johannesburg,

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PANEL OF TRAVEL AGENT SERVICES

Contents:

Compulsory documents

1. Valid Tax Clearance Pin Certificate. **(If tax is non-compliant GFC will give the bidder seven working days to rectify their tax upon award)**
2. Proof of CSD registration stating a compliant tax status as per the closing date:
3. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and a statement of estimated turnover of current commitments.
4. Certified copy of Accreditation of IATA (International Air Transport Association) Certificate / License
5. Certified copy of Accreditation of ASATA. (Association of South African Travel Agents) Certificate / License
6. Bank Confirmation letter
7. Fully Completed SBD forms (SBD 4 and 6.1).
8. BBEEE certificate/Signed Sworn Affidavit.

If any of the above documents are not submitted your bid will be disqualified and will not proceed for further evaluation.

Functionality returnable documents

1. Company profile outlining the company years' experience and operating premises address and the methodology of operating in booking of flights, car hire and accommodation.
2. Reference letters (Minimum of three letters of be attached).
3. Please supply your CIPC documents and a list of companies that business was conducted with for the past 36 Months.
4. Certified ID Copies of Director and Accounts manager with qualifications and experience.
5. Confirmation on a letterhead if the company has affiliation with international

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I. General Information

I.1 Purpose of this document.

Gauteng Film Commission (GFC) wishes to appoint three **service providers to provide travel agency services** to personnel of GFC for a period not exceeding three years.

I.2 Gauteng Film Commission.

The Gauteng Film Commission (GFC) is an agency of the Gauteng Provincial Government tasked with the development and promotion of the audiovisual industries in Gauteng. The GFC reports to the Gauteng Department of Sport, Arts, Culture and Recreation (DSACR).

The GFC aims to be a leader in film- and television through harnessing our outstanding industry infrastructure, recognised technical and creative expertise, unique and wide-ranging locations, by:

- Marketing Gauteng as a location of choice.
- Working with, and providing advice to industry, government agencies and other key stakeholders about the support, development and growth of a sustainable audiovisual industry.
- Promoting and celebrating an active screen culture across the Gauteng Province.

Supporting the transformation of the sector into a world-class industry and that is reflective of South Africa in its entirety.

2. Overview of required services

The Supplier is required to provide rates for the below services (at least 3 options must be always provided) for local and international, unless specified otherwise.

1. Economy and Business Class Flights (Domestic and International).
2. Accommodation (Domestic and International).
3. Vehicle hire (Domestic).
4. Assisting in arranging travel insurance (International)

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5. Assisting in arranging travel visas (International) (optional)
6. Airport Transfers (Domestic and International)

3. Accommodation and Vehicle Hire

The following are GFC requirements regarding accommodation:

The total flight, accommodation and car rental spend for the 2023/2024 year is at an estimated value of R 1,070,000.00.

Structure	Local	International
Board and Executives	5 Star	5 Star
All other Staff	4 Star	4 Star

The accommodation options must include the following:

- Breakfast with coffee or juice / soft drinks / water.
- Dinner with coffee or juice / soft drinks / water.

The following are GFC requirements regarding vehicle hire:

Structure	Local	International
Board and Executive	Executive Sedan middle – high daily rate	Economy sedan / Public Transport
All other Staff	Economy Sedan or low – middle daily rate	Economy sedan / Public Transport

The GFC will not be held responsible for travel invoices that do not comply with executives and staff tables above. (2+ vehicles may be booked for GFC delegates for more than 4+ individuals)

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4. Service period

The services will be provided for a 3-year period.

5. Pricing

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of 90 days. The total cost must reflect VAT inclusive amount.

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability flowing to the GFC from any variation in the petrol price or exchange rate between the Rand and any foreign currencies. Such risk must either be carried by the Bidder or covered by means of a forward exchange contract arranged through their bankers. Any cost of such shall be deemed to be included in the tender amount.

The payment policy of GFC is 30 days from the date of receipt of invoice.

Invoices must be submitted with in seven (7) days of confirmed booking/reservation.

GFC notes that fares provided on quotation request may differ, from date and time a booking is finally confirmed.

6. Service Level Agreement

The successful Service Provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes and other relevant contractual obligations of both parties.

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned

7. Selection and Evaluation Criteria

The GFC needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

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Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in transportation services.

The tender will be evaluated based on 80/20 split; with 80 points being allocated for price and 20 points for specific goals requirements. This is reflected in the table below.

BEE Status

The Preference Point System assigns a score to each tenderer based on the tender price, on the tenderer's B-BBEE status and specific goals. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders under a Rand value of R 1 000 000.00

- 80 points are assigned to price and functionality
- Up to 10 points are assigned to B-BBEE status
- Up to 10 points are assigned to specific goals

For tenders above R 1 000 000.00

- 90 points are assigned to price and functionality
- Up to 10 points are assigned to specific goals

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

FORMULA FOR SCORING TENDER PRICE

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The following formula will be used to calculate the points for price:

$$P_s = X [1 - \frac{(P_t - P_{min})}{P_t}]$$

P_{min}

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

POINTS AWARDED FOR SPECIFIC GOALS STATUS LEVEL (10 points)

The points allocated to a tenderer will be in accordance with the **Preferential Procurement Regulations, 2024**

The following table is applicable.

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				BBBEE Contributor Level of Contractor	
				BBBEE Contributor Level	Points
		Percentage	Comments	1	10
	BBBEE	10	Maximum	2	9
	Specific Groups	10		3	8
	Woman	2		4	7
	Youth	2		5	6
	Township Economy	1		6	5
	People With Disability	1		7	4
	Ownership	4	51% and above PDI full 4 points, the	8	3
	Total	20	one scoring less than 50% either 1 or 2 points	Non-compliant contributor (9)	0

Notes:

1. “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 (Act No.53 of 2003).
2. Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
 1. The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in

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accordance with notices published by the Department of Trade and Industry in the Government Gazette.

2. 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.
3. 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 tender.

A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for.

4. A person awarded a contract will not be permitted to 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.
5. The Tenderers must submit their original and valid CK documents and share certificates to calculate specific goals.

TOTAL PREFERENCE POINTS

The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee/sg} \text{ where}$$

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PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee/sg} is the number of points awarded to the tenderer based on his certified B-BBEE status level and specific goals

Price	80 / 90
BBBEE	10 / 0
Specific goals	10/10
Total points	100
Functionality	100

Functionality

Criteria	Weighting
<p>Location of agent's office (Please supply rates account or copy of lease agreement)</p> <ul style="list-style-type: none"> • Gauteng – 15 • Outside Gauteng – 10 <p><i>The following will be measured as per local metro areas as per municipal districts</i></p>	15
<p>Company years of experience in travel arrangements / bookings</p>	20

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<p>(Please supply your CIPC documents and a list of companies that was business was conducted with for the past 36 Months)</p> <ul style="list-style-type: none"> • 5 Years and more – 10 • 3 years – 15 • Less than 3 years - 5 	
<p>Experience of key account manager allocated to GFC</p> <p>(Please supply CV of Director and Snr account manager allocated to GFC)</p> <ul style="list-style-type: none"> • 8 -10 Years and more – 20 • 6 - 7 Years – 15 • 3 - 5 years – 10 • Less than 3 years – 0 	20
<p>TAC can deliver all the services required.</p> <ol style="list-style-type: none"> 1. Economy Class Flights (Domestic and International). 2. Accommodation (Domestic and International). 3. Vehicle hire (Domestic). 4. Assisting in arranging travel insurance (International) 5. Assisting in arranging travel visas (International) (optional) 6. Airport transfers (local and domestic) <ul style="list-style-type: none"> • Can deliver all the services above – 15 • Can deliver 3 out of the 5 services – 10 • Can deliver 2 out of the 5 services – 5 • Can only deliver 1 of the 5 services - 0 	20

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<p>List of contactable references</p> <p>A minimum of 3 reference letters must be provided</p> <ul style="list-style-type: none"> • 3 reference and more – 15pts • 2 references – 10pts • 1 reference– 5pts 	10
<p>Operating times</p> <ul style="list-style-type: none"> • 24Hrs assistance (Weekends and public holidays) - 10 • Office hours and after-hours assistance (Weekends and public holidays) – 5 • Only office hours 8 to 17:00 – 0 	10
<p>Affiliation</p> <ul style="list-style-type: none"> • Affiliation with international TAC – 5 • No affiliation with international TAC – 0 	5

Kindly note that the threshold for the Functionality is 70. Any bidder who scores less than 70 points will be disqualified and will not be considered for further evaluation.

8. Disclaimer

Neither the GFC nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the GFC.

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No unsuccessful Bidder will be entitled to any redress against the GFC if the GFC enters into any agreement in relation to the RFP with any other Bidder.

No warranty or representation is made about the accuracy or completeness of the information contained in this RFP.

Any costs incurred by the Bidders during the development of the Bidder response will be at the Bidder's expense and will not be covered by the GFC.

In respect of this RFP and in addition to other contractual conditions and principles contained herein:

- GFC may elect not to proceed with awarding the bid.
- Bidders will be liable for payment of their own legal costs, whether a contract is entered into; and
- No claims for compensation will lie against the GFC if, following the evaluation of responses, the GFC elects not to conclude a contract with any Bidder

9. Taxes and duties

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a valid tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

10. Proposal Requirements

10.1 References

The proposal should include at least three references from clients who received similar services over the immediate past 36 months. This should preferably include clients having similar scope of services, industry, and scale as the GFC.

The references should include a brief description of the services provided for each client and the GFC must have appropriate access to the clients listed.

The referees must be contactable, and the contact details provided must include:

- Contact person
- Company name
- Telephone number
- Email address

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- Cell number (if possible)

The reference letters must be signed, and on a company letterhead.

10.2 Project participants' experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The information should include a description of knowledge and relevant experience.

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organisations.

10.3 Contract

The successful Bidder will be required to enter a contractual arrangement with the GFC.

10.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this RFP.

10.5 Lodgement process

Responses to this RFP must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organisation, duly signed by an authorised representative of the Bidder's organisation.

10.6 Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence. Security procedures apply for all materials received in response to this RFP.

10.7 RFP submission

The following information is pertinent to the RFP Submission

Closing Date	29 July 2024
Closing Time	15:00hrs

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RFP submissions are to be labelled as follows:

Bid Number	GFC 01.04.2024
Description	RFP PANEL FOR TRAVEL AGENTS FOR GAUTENG FILM COMMISSION

Responses must be received at the following addresses.

Physical Address	Surrey House 35 Rissik Street 1 ST Floor Johannesburg 2000 <i>Place bid documents in the tender box at reception between 8:00 and 17:00 on weekdays</i>
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- Proposals must be hand delivered for GFC office and sign delivery form (Not at DSACR ground floor)
- Proposals will not be accepted by email
- Provide four copies of the proposal

10.8 Ownership of documents

All documents forming the response to this RFP shall become the property of the GFC. Intellectual property contained in the response shall remain vested with the Bidder.

10.9 Discrepancies

Bidders are advised that should a discrepancy exist between information contained in this RFP and any subsequent contract documents then the contract documents will prevail.

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10.10 Collusive practices

Except to form a consortium to respond to this RFP, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFP. But without limiting the foregoing, a Bidder shall agree not to pay any amount to any unsuccessful Bidder.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFP and Bidders involved in such practices may be barred from tendering for further contracts with GFC. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFP.

This declaration can be found in Appendix B. The Bidder is required to complete the appendix and include it with the Bid that is submitted to GFC.

GFC reserves the right to revise any aspect of these periods at any stage, and to amend the process at any stage.

10.11 Contacts for further information

Bidders wishing to clarify items within this RFP should contact the GFC representative mentioned below by email. Where the information is not of a confidential nature, GFC reserves the right to distribute copies of all communications to all recipients of the RFP. Queries should be directed to GFC's SCM indicated below:

Ms Botle Mogashoa +27 11 833 0409 botlemg@gautengfilm.org.za
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10.12 Addenda to response

Information not specifically required for the RFP but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addenda should not include advertising brochures or similar material.

Where there is reference to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addenda.

10.13 Language preference

All information supplied in the Bid Response and all communication in this regard shall be in English.

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10.14 Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

10.15 Disclosure of information

No Bidder shall furnish information, make any statement, or issue any document or other written or printed material concerning the acceptance of the response to this RFP for publication in any form of media without prior written approval of the GFC.

11. Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFP document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

Required Forms

1. Cover letter clearly stating the name of the organisation and the name, address, and telephone number of the Bidder's representative.
2. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
3. Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumé is of said individuals.
4. A detailed statement of the Bidder's approach and methodology.
5. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and a statement of estimated turnover of current commitments.
6. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1 (Appendix A). The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page must be completed in full and signed.
7. Valid compliance documents requested

Failure to comply with the requirements above will result in Bidders been negatively scored for responsiveness or disqualified for non-compliance.

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12. Glossary

The following definitions are used within this RFP:

- **Bid'** means a formal submission by a Bidder in response to the RFP document
- **Bidder/s'** means an entity or entities submitting a Bid as above in response to the RFP and include a Bidder Consortium.
- **"TAC"** means Travel Agent Company.
- **GFC'** means Gauteng Film Commission.
- **Preferred Bidder'** means the Bidder selected by the Evaluation Panel to enter negotiations with GFC for the provisions of services.
- **Service Level Agreement'** means the agreement entered between GFC and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder.
- Words importing the singular include the plural and vice versa and words importing one gender shall include all other genders. Headings are for ease of reference only and shall not affect the interpretation of this agreement.

Once a Bidder has been selected using the GFC's defined selection criteria they will be required to enter a formal contract with GFC. The details of this contract will be finalised once the Bidder has been selected and all service negotiations are complete.

THANK YOU