



HARRY GWALA DEVELOPMENT AGENCY(PTY)LTD
2011/001221/07
Harry Gwala Farmers Market, Erf 2226
Portion 27 of the Farm Ellerton, IXOPO 3276
Tel: 073 053 7034
Website: www.hgda.co.za

INVITATION TO QUOTE

PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO AND BROCHURE) FOR THE HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD QUOTE NO: HGDA-0015-2022/2024

Bids are hereby invited from suitably qualified service providers to quote for “**DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**”. The Bid will be evaluated in terms of Functionality, Price and Preferential Specific goals.

AVAILABILITY OF DOCUMENTS

The Bid documents can be downloaded from the Harry Gwala Development Agency (Pty) Ltd website www.hgda.co.za at no cost.

Mandatory Returnable

Bidders must attach the mandatory returnable documents to be considered for this bid.

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of Vat.
- The quote must be submitted on a separate page containing the letterhead of your business.
- MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9 must be completed and submitted together with your quotation.
- Valid Tax Clearance certificate and Tax compliant status with verification pin.
- Certified copy of B-BBEE certificate or Sworn Affidavit
- Central Supplier Database summary report
- Copy of Company Registration Document.
- Copies of ID for Company Directors or Members.
- A certified copy of the most recent municipal accounts in which the business is registered. District municipality (water and Sanitation) and Local municipality (rates, refuse and other services) or letter from traditional authority stating that you are staying in rural areas you don't pay for rates or letter from landlord stating that rates are not on your account but you are a tenant and you also running your company in his property.

NB: No quotations will be considered from persons in the service of the state or persons who owe rates, services, and taxes to any Municipality for a period longer than 90 days.

Evaluation Criteria Stage: The 80/20 preferential point system will be applied where 80 points will be allocated for price and 20 points for preferential specific goals as follows:

- Preferential Goal 1
- Preferential Goal 2
- ❖ 80/20 Preferential Point system in terms of the 2022 Preferential system will apply and points will be awarded based on the entity's specific goals that is on ownership and RDP goals.

Harry Gwala Development Agency (Pty) Ltd does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted.

CLOSING DATE: 01 March 2023

Bid documents must be submitted in a sealed envelope clearly marked "**PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**" and closing date, can be dropped off in the **TENDER BOX** at **Harry Gwala Development Agency Offices, Farmers Market, Erf 2226 Portion 27, Ellerton Farm, Ixopo, 3276** by no later than **01 March 2023 before 12h00**.

Late or faxed bids will not be accepted and the Harry Gwala Development Agency reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

Technical Enquiries: Mrs R Meth (039 835 1510 or email: (ronell.meth@hdga.co.za), Supply Chain Management enquiries: SCM Specialist: Ms N Malunga (039 835 1510 or email: neliswa.malunga@hgda.co.za)



MS A.C.R. WHYTE
CHIEF EXECUTIVE OFFICER
NOTICE NO: 24-22/23



HARRY GWALA DEVELOPMENT AGENCY(PTY) LTD
2011/001221/07

Harry Gwala Farmers Market, Erf 2226
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INVITATION TO QUOTE
PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR
HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD
QUOTE NO: HGDA-0011-2022/2024

NAME OF BIDDER:	
TELEPHONE/CELLPHONE NO.:	
FAX NO:	
EMAIL ADDRESS	
ADDRESS:	
QUOTE SUM (ALL INCLUSIVE) (in words):	
QUOTE SUM (ALL INCLUSIVE) (numerical):	

1. INTRODUCTION

The Harry Gwala Development Agency is an entity of the Harry Gwala District Municipality established to serve as a special purpose vehicle to augment economic growth of the District, thereby realising the developmental path of the District in the Provincial, National and broader context.

The Agency has thus been tasked with the development, alignment and implementation of strategic economic initiatives/ catalytic projects determined by the District and its family of local municipalities. It is also charged with the responsibility to promote, profile and market the tourism and investment opportunities with the view to increase visitor numbers and investment landscape. Additionally, in June 2022, Minister Thoko Didiza, in terms of Section 18 of the Spatial Planning and Land Use Management Act, 16 of 2013 made a determination of the Eastern Seaboard Development which incorporates Harry Gwala District Municipality.

The Eastern Seaboard Development, responsive to the broad Presidential pronouncement of an African Smart City aims at strengthening economic linkages between provinces through mutually beneficial development. One of the strategic initiatives endorsed by the District is the establishment of the Provincial Tourism Corridor starting from UMgungundlovu District in Howick (where Mandela was incarcerated through to OR Tambo District in Qunu (Mandela place of birth). The tourism corridor will highlight various tourism niche products like, liberation heritage, mission tourism and so forth as well as the effect tourism has on social, cultural, political and economic values.

2. PURPOSE AND OBJECTIVE

To procure the services of a suitable service provider to develop destination marketing material (video clip and brochure with detailed information of locality, opportunities and economic sectors). The brochure must annex a digital events calendar together with availability / opportunity to make amendments / additions.

The material will be used for investment purposes across all economic sectors including events and destination marketing as a:

- Marketing tool to create exposure at trade shows, trade workshops and media engagements.

- Marketing tool to promote the districts investment offerings across economic sectors prevalent in the district as a means to attract investment and showcase the Districts offering.
- Visual tool to promote the destination through social media platforms such as YouTube, Instagram, Facebook, LinkedIn.
- Communication, marketing and engagement platform for local business to showcase what is on offer.

3. REQUIRED PRODUCT

- 1 X 3-minute high resolution destination video
- 1 X 1-minute high resolution promotional destination video – for social media purposes
- The appointed supplier will be required to submit the voice over script to be approved by HGDA and supply all raw footage.
- High resolution images captured for the destination video presented as a soft copy together with GPS coordinates (spatially referenced) as well as offerings (e.g. Bed and Breakfast, wi-fi, birding, hiking, etc). The information needs to be packaged and presented as an editable digital brochure and referenced in accordance with where to stay, things to do and places to see.
- Inclusive is an events calendar which must be handed to the Agency with the intention to edit.
- 150 X 8GB USB Pen with Pointer (2 in 1) uploaded with the content of a 3 - minute high resolution destination video and brochure. The USB must be branded with the HGDA logo.

4. COMPULSORY REQUIREMENTS FOR THIS SERVICE

The successful service provider will be required to complete the video within 3 weeks after appointment

- The final product must be completed and edited.
- There should be a voice over, background music that corresponds with the destination and sub-titles.
- The video should feature people in action doing activities
- The successful service provider should ensure that all videographer equipment such as a drone is available to capture arial and inaccessible content
- Allow HGDA to provide input/proof viewing at least 2 x times before the product is finalised

- The video should cover destination, marketing and investment opportunities from within the Harry Gwala District – the information will not be limited to tourism attractions but extend to areas of investment, things to do, places to see as well as industry offerings across the entire value chain (e.g. wine production, truffle mushrooms grown in the District and exported, etc)
- Prepare / script write the welcoming message by His Worship the Mayor titled “Welcome to a District Reimagined”
- Prepare consents forms on behalf of the Harry Gwala Development Agency as required by the POPI Act, to profile and market tourism investment products

5. **REQUIREMENTS FOR EVALUATION OF QUOTES**

The following evidence will be required for evaluation:

- Samples of high resolution videos previously produced, three samples will be required per video length required or similar. Please note that videos/brochures submitted for scrutiny must be responsive to these terms of reference (i.e. product, economic sector offerings)
- Three reference letters to support your experience in videography and photography, having produced high quality and professional videos and brochures responsive to investment, destination marketing.

Evaluation Criteria

No:	Competency	Point Allocation		Maximum Points
1.	Reference letters to support experience in producing promotional video clip and brochure (Please include list of contactable references in the prescribed)	0	reference letter 0	40
		1	reference letter 10	
		2	reference letters 20	
		3	reference letters 30	
		4	reference letters 40	
2.	Two samples of portfolios previously done	0	Samples 0	30
		1	Samples 15	
		2	Samples 30	
3.	Three samples of promotional video clips previously done	1	Samples 0	30
		1	Samples 10	
		2	Samples 20	
		3	Samples 30	

STAGE 2: Price and Preferential Points

The 80/20 preferential point system will be applied where 80 points will be allocated for price and 20 points for preferential goals as follows:

- Preferential Goal 1
- Preferential Goal 2

Each bidder must score the required minimum score for functionality to be considered for the second stage. 80/20 Preferential Point system in terms of the 2022 Preferential system will apply and points will be awarded based on the entity's specific goals that is on ownership and RDP goals.

6. LOCATION AND BACKGROUND

The Harry Gwala District is an inland municipality positioned in the southern part of the KwaZulu Natal province. It includes the southernmost part of the UKhahlamba Drakensberg Heritage Site, adjacent to Lesotho and a gateway to Eastern Cape Province in the West.

The Harry Gwala District Municipality has four local municipalities namely:

- UMzimkhulu Local Municipality: in the southern part of the district.
- Dr. Nkosazana Dlamini Zuma Local Municipality: in the northern part of the district.
- Ubuhlebezwe Local Municipality: in the eastern part of the district.
- Greater Kokstad Local Municipality is located in the western part of the district.

As an entity of the Harry Gwala Development Agency (HGDA) is to augment an aligned approach to advance long term development that is:

- **Polycentric:** nodal development across HGDM responsive to the Eastern Seaboard and catalytic projects
- **Resource Abundant:** natural resources (water, air, landscape, energy) inclusive of human resource development / skilled workforce
- **Investment:** GKM economic hub, investment potential, abundance of land – need to create different areas of growth in varied or specific economic sectors
- **Gateway:** Into KZN from Eastern Cape and into the Republic from the Kingdom of Lesotho
- **Transformative regional growth and development:** addressing spatial divide through cluster development with foci on rural development and integration

7. TOURISM NICHE PRODUCTS

The Harry Gwala District is well endowed with natural resources and has a tremendous potential to fortify its tourism sector. The relatively unspoilt natural environment has high eco-tourism and adventure tourism potential. Activities such as horse riding, mountain biking, river rafting, abseiling and canoeing are available.

Hikers have a choice of gentle strolls to all morning hikes that will bring one to features such as San rock art sites, pristine berg pools and streams, caves, and hilltops with splendid views. Overnight trips take the ardent hiker deep into the mountains and even up the great escarpment onto the South Africa-Lesotho border.

The Sani2C, one of the South Africa's top multi stage mountain bike rides, starts from Underberg and goes through Harry Gwala District ending in Scottsburg. Other events such as the famous Sani Stagger endurance run and the Splashy Fen Musical Festival attracts thousands of people from around the country and abroad to the region.

7.1 Avi-tourism

Avi Tourism forms the single largest group of eco-tourists globally, The Southern Drakensberg has two top national birding spots and seven important birding areas. Ntsikeni Nature Reserve is home to some rare bird species and has a Ramsar Convention Status.

Ntsikeni Nature Reserve including its 12000 ha wetland epitomises a raw, untamed, quiet and natural beauty. Within the Nature Reserve is the Ntsikeni Eco-Tourism Development Enterprise that operates two lodges, May and Ntsikeni. The lodges each offer comfortable chalets, a large equipped conference facility and a dining area.

7.2 Mission tourism

The Harry Gwala District is an important site for a complex of monasteries and missions that the Trappist monks created in the 19th century across the Province of KwaZulu-Natal at Marianhill, East Griqualand and the valleys of the Midlands which include Centocow, Kavalauer, Mariathal, Reichnau, Lourdes, Emmaus and the current Kings Grant. Historically these missions have always representing the cultural intersection between European monasticism and local black rural culture, and represent important heritage nodes of architecture, arts and cultural synthesis and diversity.

The missions constitute a unique cultural and heritage tourism asset in the Harry Gwala district, and provides an important opportunity for story telling in that, among the greatest historical narrative of KwaZulu Natal is the remarkable story of the silent order of German Trappist monks who came to share their particular vision of Christian life with the population of the KZN region more than a hundred years ago.

7.3 Cultural tourism

Tourism in the area brings you face to face with the diverse cultures (Amakhosa, Amazulu, Amabhaca, Griquas) and charm of the people and have no doubt that your stay will leave you refreshed and longing for your return to the Harry Gwala District. As a District Municipality we are supporting and expanding tourism in our region with the hope that it will become even more exciting and magical.

7.4 Business tourism focus(MICE)

The destination also benefits from increased business tourism activities (meetings, incentives, conferences) as a strategy to curb seasonality. The region lends itself to small and intimate conferences and special events that can accommodate a maximum of 300 delegates seated cinema style in a conference, and up to 400 delegates for a banquet. The relaxing and beautiful scenery is conducive to productive interactions that can leave delegates refreshed and inspired.

As positive and dynamic business environments attract many business and MICE tourists; focus is also placed on positioning the region to the business tourism market. The aim is to ensure that we:

- Promote a perception of the Southern Drakensberg as a destination that is offering much more than just leisure and adventure tourism experiences
- Promote the Southern Drakensberg as a business destination offering world class tourism facilities – accommodation, conferencing, banqueting and restaurants

8. REPORTING AND ACCOUNTABILITY

The service provider will report to the Harry Gwala Development Agency (Pty) Ltd, office of the Chief Executive Officer or designated official.

9. PROJECT MANAGEMENT

The project will be managed by HGDA. To ensure effective Management off the project and given its requirements, quotations must be accompanied by a detailed work plan that specifies the:

- Respective activities to be undertaken together with clearly set out milestones.
- Timeframe and budget allocated to each activity.

10. TIMEFRAME

The appointed Service Provider must submit the final product within three (3) weeks after appointment. The successful service provider will have to illustrate the capacity and ability to complete the assignment within the specified period.

11. FEATURES REQUIRING SPECIAL ATTENTION

All Annexure to these Terms of Reference that require completion by the bidder must be completed in full and returned with the bid. Failure to do so may disqualify the bid.

12. TERMS AND CONDITIONS OF THE PROPOSAL

Appointment will be made in terms of the Harry Gwala Development Agency's Procurement Policy.

13. NON-APPOINTMENT

The Harry Gwala Development Agency reserves the right not to make an appointment should it find that bidding parties do not meet the specified criteria.

14. COMPLETION

Projects will not be paid for unless the required services have been correctly delivered.

15. COURTESY

In dealings with the municipal entity internal structures, the bidder is required to deal with discussions and disputes with deliberate courtesy and understanding, in close liaison with the Harry Gwala Development Agency.

Prior to the commencement of works, the successful bidder shall arrange through the office of the Chief Executive Officer to be introduced to the appropriate Harry Gwala Development Agency structures and to be briefed upon any sensitivities that need to be observed.

16. GENERAL

Tender offers will only be accepted on condition that:

- a) The tender offer is signed by a person authorized to sign on behalf of the Tenderer
- b) A Tenderer who submitted tenders as joint venture has included an acceptable Joint Venture Agreement with his tender.
- c) Valid BBBEE certificate or a sworn affidavit
- d) The Tenderer or any of its principals, directors or managers is not employed by the state or any municipality and municipal entity.
- e) Quotation/ proposal must be on a company letterhead
- f) Bids submitted are to hold good for a period of 90 (ninety) days and must be inclusive of VAT,
- g) The enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your Bid.
- h) NB: No Bid will be considered from persons in the service of the state**
 - i) Proof of company registration
 - j) A valid tax clearance certificate is included with this tender or tax compliance status with the pin.
 - k) In case of a bidder owning a property, they must provide a municipal statement confirming status of municipal accounts not older than 3 months (Bidders must not be in arrears for more than 90 days)

- l) In case of a bidder leasing the property, they must attach a lease agreement & letter from landlord stating that rent is up to date. The letter must not be older than 3 months.
- m) In case of the bidder operating in an area that doesn't pay rates, they must attach a sworn affidavit stating that rates are not paid in that area. The affidavit must not be older than 3 months.
- n) If the bidder is staying with parents, spouse or any family relative in an area where rates are paid (an affidavit from the bidder or signed letter from the property owner stating that the bidder is not responsible for municipal accounts must be attached). Affidavit or letter must not be older than 3 months
- o) The Tenderer or any of its principles is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with public sector.
- p) The tenderer has not abused the Employers' Supply Chain Management System or has failed to perform on any previous contract and has been given a written notice to this effect; and
- q) The Employer is satisfied that the Tenderer or any of his principles has not influenced the tender offer and acceptance by the following criteria:
 - Having offered, or promised or given a bribe or other gift remuneration to any person in connection with the obtaining or execution of this Contract.
 - Having acted in fraudulent or corrupt manner in obtaining or executing of this contract.
 - Having approached an officer or employee of the Employer or the Employers' Agent with the objective of influencing the award of a Contract in the Tenders' favour
 - Having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party; and
 - Having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender.

In the event of any of the above, the Harry Gwala Development Agency may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

- h) The Harry Gwala Development Agency's Supply Chain Management Policy shall apply;
- i) The Municipal Entity does not bind itself to accept the lowest or any Bid and reserves the right to accept the Bid as whole or in part, at the rates quoted

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS IN ALL RESPECTS WILL RESULT IN THE TENDER BEING DEEMED NON-RESPONSIVE. IF THE PRICE OFFERED IS NOT MARKET RELATED, THE HARRY GWALA DEVELOPMENT AGENCY MAY NOT AWARD THE CONTRACT TO THAT TENDERER AND MAY NEGOTIATE FOR MARKET RELATED PRICE WITH THE TENDERER, FAILING WHICH, NEGOTIATE WITH THE NEXT PREFERRED TENDERER OR TENDER MAY BE CANCELLED.

17. DOCUMENTATION

The proposal document submitted must include all the information deemed necessary to evaluate your submission on the bases stipulated in this document. **The additional forms appended to this document must also be included in the submission.**

This document may be detached and re-bound to ensure neatness and to also avoid the risk of accidentally losing of loose sheets. In the process of doing that, please be careful not to lose any of the pages of this document because should that be the case, your proposal may be regarded as incomplete

KEY PERSONNEL

Bidder's shall enter in the table below information in respect of the key personnel who will be engaged on the project. Abbreviated Curriculum Vitae which specifically address the questions posed in the Point Scoring Check for Functionality, including the relevant certificates, to support the stated information must be included in the TENDER together with this form.

Designation	Name	Qualification	Relevant Experience	Name of the Professional body & Registration Number

RELEVANT EXPERIENCE

The Bidder shall enter in the spaces provided below a list of relevant recent experience destination marketing material (Video & Brochure)

Employer (Name, Tel. No. or Fax No.)	Details of Project (Attach ref letters)	Value of Work (fees)	Year

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DEVELOPMENT AGENCY

BID NUMBER:	HGDA-0014-2022/2023	CLOSING DATE:	28/02/2023	CLOSING TIME:	11H00
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DESCRIPTION DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

HARRY GWALA FARMERS MARKET, ERF 2226
 PORTION 27 OF THE FARM ELLERTON
 IXOPO
 3276

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Mrs R Meth
CONTACT PERSON	Ms N Malunga	TELEPHONE NUMBER	039 834 2740
TELEPHONE NUMBER	039 834 1510	FACSIMILE NUMBER	039 844 1615
FACSIMILE NUMBER	039 844 1615	E-MAIL ADDRESS	hrm@hgda.co.za
E-MAIL ADDRESS	scmadmin1@hgda.co.za		

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
 YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.


SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES
(INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE
CONSIDERED**

DESCRIPTION	QUANTITY	AMOUNT
		
	SUB-TOTAL	
	VAT (15%)	
	TOTAL	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

CONDITIONS OF TENDER

- Price(s) quoted must be valid for at least ninety (90) days from date of offer for evaluation purposes.
- Price(s) quoted must be firm and include VAT
- Tenderers original valid tax clearance certificate must be attached.
- Tender original or certified B-BBEE Certificate must be attached to the document

- Tender documents signed by a person who does not have authority to sign will be disqualified.
- Tenderers who did not complete the compulsory questionnaire, who abuse the employer's supply chain management system will not be conceded
- Non-collusion affidavit to be executed by bidder and submitted with the bid.

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.1 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholder’s 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? **YES / NO**

3.8.1 If yes, furnish particulars.

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;

- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months?**YES / NO**

3.9.1 If yes, furnish particulars.....

.....

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

.....

YES / NO

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) 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?

YES / NO

3.11.1 If yes, furnish particulars

.....

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

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? **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. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

5. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to **not exceed** R 50 000 000 (all applicable taxes included) and therefore the...80/20...system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Preferential Specific Goals.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE80.....
1.3.1.2 PREFERENTIAL SPECIFIC GOALS20.....
Total points for Price and Preference Goals	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit documents listed for preference specific goals will be interpreted to mean that preference points for specific goals are not claimed.

3.1. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**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;

2.4 “**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;

2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “**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;

2.7 “**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;

2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less.

- 2.10 **“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;
- 2.11 **“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;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“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;
- 2.15 **“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;
- 2.16 **“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;
- 2.17 **“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
- a. **“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.
 - b. **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction
 - c. **“Qualifying Small Enterprise”** must mean any enterprise with annual total revenue of between R10 million and R50 million.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 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;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 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 specific goals.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific goals, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for Preference Specific Goals.

5.1 In terms of Regulation of the Preferential Procurement Regulations 2022, preference points must be awarded to a bidder on preference specific goal in accordance with the table below:

PREFERENCE GOAL	80/20	90/10	Documents required for verification
GOAL 1 - Ownership – Maximum points	10	5	
Business owned more than 50% by black person	3	2	ID copy of Director/Owner/CSD/ BBB-EE Certificate
Business owned less than 50% by black person	1	1	
Business owned more than 50% by black women	3	1.5	ID copy of Director/Owner and CSD
Business owned less than 50% by black women	1	1	
Business owned more than 50% by black youth	2	1	ID copy of Director/Owner and CSD
Business owned less than 50% by black youth	1	0.5	
Business owned more than 50% by disabled person/ military veterans	2	0.5	ID copy of Director/Owner and CSD
GOAL 2 – RDP – Maximum points	10	5	
Business falls under the SMME category – EME	3	1.5	Confirmation / Letter from a registered Accountant / Accounting Officer
Promotion of business located within KZN province	3	2	CSD and affidavit

Promotion of business located in South Africa outside KZN Province	1	1	
Promotion of business located within Harry Gwala District	4	1.5	CSD and affidavit

6. BID DECLARATION

6.1 B-BBEE Certificates forms part of the specific goal points, bidders are encouraged to submit them for preference points consideration as indicated above

7. PREFERENTIAL SPECIFIC GOAL TOTAL POINTS

7.1 Preferential Specific Goals: = (maximum of 20 points)

8. SUB-CONTRACTING

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

8.1.1 If yes, indicate:

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

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm:

VAT registration number

9.2 Company registration number:

9.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company

- (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number

Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

WITNESSES:

1.

2.

..... SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:.....

.....

.....

.....

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. willfully 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.**

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? (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(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

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 (www.treasury.gov.za) 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 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"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.7.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
 TRUE AND CORRECT.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. Take all reasonable steps to prevent such abuse;
 - b. Reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD 9) must be completed and submitted with the bid:

¹ **Includes price quotations, advertised competitive bids, limited bids and proposals.**

² **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 Municipality / Municipal Entity)

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 consortium³ 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.

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

