



**South Coast Tourism & Investment Enterprise SOC (RF)**  
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 4240, KwaZulu-Natal, South Africa  
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**Facsimile** +27 39 682 1034  
**Email** info@sctie.co.za



[WWW.SCTIE.CO.ZA](http://WWW.SCTIE.CO.ZA)

[WWW.VISITKZNSOUTHCOAST.CO.ZA](http://WWW.VISITKZNSOUTHCOAST.CO.ZA)

**BID REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC  
 RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES FOR A  
 36-MONTH PERIOD  
 CONTRACT NO: SCTIE 2023/01**

NAME OF TENDERER:

CONTACT PERSON:

TELEPHONE N°:

FAX N°:

EMAIL ADDRESS:

ADDRESS:

TENDER SUM:

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**TENDER CLOSES: ON 5 SEPTEMBER 2022 at 10h00.**

*Note: This bid document must NOT be separated and must be bound*

*Annexures are to be attached to the back of the document.*

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**BID REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES  
FOR A 36-MONTH PERIOD: CONTRACT NO: SCTIE 2023 / 01**

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**BID NOTICE: SCTIE 2023/01**  
**SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SCTIE) REQUESTS PROVISION OF MARKETING, PUBLIC RELATIONS ADVERTISING AND DIGITAL AGENCY SERVICES**

Bids are hereby invited from suitably qualified and compliant bidders with demonstrated experience in marketing, public relations, advertising, and digital agency services as specified, for a 36-month period.

Institutions or persons responding to these bids are advised to ensure that they are compliant with all related legislation and essential criteria pertaining to the individual business requirements as well as Central Supplier Database registrations.

A Compulsory Bid Briefing session will be held on **virtually on Thursday 11<sup>th</sup> August 2022 at 10h00, via MS TEAMS**. In order to attend this compulsory briefing session, kindly contact Ms T Ncane no later than 08h30 on 11<sup>th</sup> August 2022, via email on [Lihle@sctie.co.za](mailto:Lihle@sctie.co.za) and request the link be forwarded to you. Attendees attempting to gain access into the virtual meeting late, will not be afforded access.

SCTIE subscribes to Preferential Procurement Regulations 2011, whereby bid submissions will be evaluated according to the sum of the awards points in respect of the bid and the BBBEE status of the bidder. The evaluation criteria is based on Method 1, with a prequalifying functionality criteria with a minimum threshold of 70% to move to the Price and Preference step. The evaluation of the bids received will be based on functionality, price and the 80/20 preference points method.

Bids need to comprise one master and 3 exact paper copies and need to be completed in accordance with the conditions indicated in the bid document, must be bound, sealed and marked with the relevant contract number and deposited in the official tender box at the reception of **South Coast Tourism & Investment Enterprise 16 Bisset Street, Port Shepstone, not later than 10h00 on Monday 5 September 2022**, at which time bids will be opened in public.

Bids that are submitted late, incomplete, unsigned, unbound, or by facsimile, electronically, or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted are to hold good for a period of 90 days.

The bid document will be available at <https://www.sctie.co.za/open-tenders/>

All bid enquiries are to be directed in writing to the Supply Chain Officer via email: [Lihle@sctie.co.za](mailto:Lihle@sctie.co.za)

The Company reserves the right not to accept the lowest proposal or any proposal and reserves the right to accept the whole or part of the proposal, or to reject all proposals and cancel this notice.

**Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations state that the Entity may not make any aware to a person who is in the service of the State.**

P MANGCU  
CHIEF EXECUTIVE OFFICER  
SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SOC)RF

**PRICING SCHEDULE**

I / We hereby quote / tender as follows:

<b>THE PROVISION OF MARKETING, PUBLIC RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES – 36 MONTH PERIOD</b>	<b>The offered total of the prices inclusive of VAT is:</b>  _____ <b>(in words)</b>  R _____ <b>(in figures)</b>
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***(FULL COST BREAKDOWN MUST BE ATTACHED TO END OF THIS DOCUMENT AND MUST BE COMPLETED)***

This bid is valid for a period of 90 Days. These prices quoted are firm.

**IS THE BIDDER REGISTERED ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE? YES/NO**

**HAS AN ORIGINAL, SARS TAX COMPLIANCE PIN BEEN ATTACHED? YES/NO**

Signature of Bidder : \_\_\_\_\_

*(Of person authorised to sign the tender)*

**BID REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES  
FOR A 36-MONTH PERIOD: CONTRACT NO: SCTIE 2023 / 01**

I/We certify that the abovementioned information is correct and that we have due knowledge of the requirements of this Bid and have examined the document, Form of Tender, Specifications and requirements. We further agree that this Bid and the acceptance thereof by board shall constitute a legal binding contract

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Authorised Signature (Bidder)

\_\_\_\_\_  
Print Name (Bidder)

As Witness:

\_\_\_\_\_

For South Coast Tourism & Investment Enterprise:

\_\_\_\_\_  
P MANGCU  
CHIEF EXECUTIVE OFFICER

As Witness:

\_\_\_\_\_

*\* The Company reserves the right not to accept the lowest or any tender and also reserves the right to accept part of a tender.*

**Declaration**

**I/We the undersigned declare that the above information is correct. Any information found to be false will result in rejection of my /our tender and cancellation of the contract at my /our cost.**

\_\_\_\_\_  
**Signed (Bidder)**

\_\_\_\_\_  
**Date**

**Name:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS  
(NOT TO BE RE-TYPED)**

**NB!!!! Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.**

- Company registration documents
- Certified ID documents of directors/owners/members/shareholders
- SARS Tax Pin on SARS letterhead Tax clearance verification
- Original BBEE Certificate or Original certified copy BBEE Certificate or Affidavit
- Company Profile (if applicable) Qualifications, Curriculum Vitae
- Declarations
- Bid Briefing Attendance Certificate
- Reference Letters
- Joint Venture agreement (where applicable)
- One master and 3 exact copies of the Bidder's Proposal
- National Treasury Central Suppliers Database registration report
- Statements of accounts for municipal rates or taxes
- All required documents signed and complete (Joint Ventures need to have all parties sign all documents and provide documents listed here for all parties)
- Every page must be initialled
- Ensure that where there is space for a Name, Title, Position etc in the document, that this is completed

**STANDARD FORMS**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

**SOUTH COAST TOURISM & INVESTMENT ENTERPRISE  
STANDARD FORM FOR TENDERS**

**TENDER NO:**

**SCTIE 2023/01**

**Closing Date: Monday 5 September 2022**

**Closing Time: 10h00**

**BIDDERS DETAILS**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED AND SIGNED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

Name of Bidder \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postal Code

Street Address \_\_\_\_\_

\_\_\_\_\_ Postal Code

Telephone Number    Code \_\_\_\_\_ Number \_\_\_\_\_

Cellphone Number    \_\_\_\_\_

Facsimile Number    Code \_\_\_\_\_ Number \_\_\_\_\_

Email Address    -----

Signature of Bidder/ Authorised Representative \_\_\_\_\_



**SCTIE / MBD 1**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH COAST TOURISM & INVESTMENT ENTERPRISE. BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. ALL LATE BIDS WILL BE RETURNED UNOPENED.**

**BIDDER INFORMATION**

BID NUMBER : SCTIE 2023/01

BIDDER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

**COMMERCIAL BANK ACCOUNT DETAILS**

Bank : \_\_\_\_\_

Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_

Name under which account is operated: \_\_\_\_\_

Bank Contact Person : \_\_\_\_\_

**FIRM DETAILS**

Name of Contactor / Company / Person: \_\_\_\_\_

Date of Inauguration : \_\_\_\_\_

Registered Address of Firm : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VAT Registration No. : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Cell No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Postal Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Postal Code

Physical Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Postal Code

Has a SARS Pin on SARS Letterhead been submitted? YES/NO

Has A B-BBEE Status Level Verification Certificate Been Submitted? YES/NO

IF YES who was it certified by?

An Accounting Officer as Contemplated in the Close Corporation Act (CCA)

A Verification Agency Accredited by the South African Accreditation system (SANAS)

A Registered Auditor

OR is it a Declaration which has been commissioned.

**PLEASE TICK APPLICABLE BOX**

Signature of Bidder : \_\_\_\_\_

*(Of person authorised to sign the tender)*

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE or AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPF ACT)**

**POINTS TO BE CLAIMED AS FOLLOWS:**

- 1. Definition: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES**
- 1.1. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or original certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit the sworn affidavit.
- 1.3. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.
- 1.4. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 1.5. If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder. A certified copy must just be attached to each bid.
- 1.6. Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.
- 1.7. Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.
- 1.8. **VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES**
- 1.8.1. As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:
  - The name and physical location of the measured entity;
  - The registration number and, where applicable, the VAT number of the measured entity;
  - The date of issue and date of expiry;
  - The certificate number for identification and reference;
  - The scorecard that was used (for example EME, QSE or Generic);
  - The name and / or logo of the Verification Agency;
  - The SANAS logo;
  - The certificate must be signed by the authorized person from the Verification Agency; and
  - The B-BBEE Status Level of Contribution obtained by the measured entity.

**2. The Preference Point System**

- 2.1. The bidder that obtains the highest overall points may be awarded the contract.
- 2.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 2.3. All points claimed and scored will be rounded off to 2 decimal places.

**3. THE PREFERENCE POINT SYSTEMS**

- 3.1. Step 1: Calculation of points for price
  - 3.1.1. The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.
  - 3.1.2. The formulae to be utilised in calculating points scored for price are as follows:

**80/20 Preference point system [(for acquisition of services, works or goods up to a Rand value of R50million) (all applicable taxes included)]**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

- 3.1.3. Points scored will be rounded off to the nearest 2 decimal places.
- 3.2. Step 2: Calculation of points for B-BBEE status level of contributor
  - 3.2.1. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 3.2.2. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate or affidavit substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE.

**3.3 Calculation of total points scored for price and B-BBEE status level of contribution**

3.3.1 The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100.

**No contract will be awarded to a person who has failed to submit an original SARS Tax PIN from the South African Revenue Service ("SARS") certifying that the taxes of that person to be in order or that suitable arrangements have been made with SARS.**

**NB!!!! Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.**

- Company registration documents
- Certified ID documents of directors/owners/members/shareholders
- SARS pin on a SARS letterhead for Tax clearance verification
- Original or Certified Copy of BBBEE Status certificate/ Affidavit
- Past experience
- Company Profile (if applicable) and or Qualifications and Curriculum Vitae of relevant project staff (as applicable)
- Declarations
- Bid Briefing Attendance Certificate
- Reference Letters
- Joint Venture agreement (where applicable)
- National Treasury Central Suppliers Database registration report
- One original Bid Proposal and 3 exact copies thereof
- All required documents signed and complete (Joint Ventures need to have all parties sign all documents and provide documents listed here for all parties)
- Statement of account for all Municipal accounts

I certify that I have the appropriate authority to furnish the above-mentioned information and that the above information is correct at the time of completion.

Name:	Signature:
Designation:	Date:

## TERMS OF REFERENCE

### THE PROVISION OF MARKETING, PUBLIC RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES FOR A 36-MONTH PERIOD

#### 1. BACKGROUND

South Coast Tourism & Investment Enterprise (SCTIE) is a municipal entity of Ugu District Municipality which was established through the merge of two entities: Ugu South Coast Tourism (USCT) and Ugu South Coast Development Agency (USCDA). SCTIE is registered as a State-Owned Company and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

#### 2. SCTIE MANDATE

South Coast Tourism & Investment Enterprise (SCTIE) is mandated to drive the economy of Ugu region through positioning it as a tourism and investment destination. As the official economic development arm, SCTIE proactively identify and unlock the full tourism, trade and investment potential of the region. This involves engaging with all the role players and stakeholders to attract tourists and assist investors looking to branch out into the district uncovered opportunities. The mission of the entity is to develop and promote an inclusive and sustainable economy that is beneficial to all citizens within Ugu district municipal areas.

#### 3. DESTINATION BACKGROUND

##### Leisure Tourism Focus

As the KZN South Coast is highly regarded as a leisure destination due to its abundance of diverse experiences; focus is placed in highlighting coastal, adventure and rural experiences. Known as the 'Paradise of the Zulu Kingdom', the KZN South Coast stretches 120 kilometers from Scottburgh to Port Edward and inland to Harding. Here, the spirit of adventure can be discovered among the many cultural experiences, as well as the 35 nature trails and 58 beaches, ideal for activities like river rafting, abseiling, suspension bridges, paintball, surfing, canoeing, beach horse rides, shark cage diving and free diving.

Nicknamed 'The Golf Coast', there are 11 golf courses on the KZN South Coast ranging in difficulty, with endless hiking, mountain biking and 4x4 trails for more rugged excursions. The KZN South Coast has a growing Agri-tourism sector that offers world-class produce. The region and currently boasts 6 permanently managed Blue Flag beaches and is home to the world-renowned diving sites (Aliwal Shoal and Protea Banks) – the Aliwal Shoal is rated one of the world's top ten dive sites. The region is famous for the annual Sardine Run, coined the #GreatestShoalOnEarth, which is a marvel to witness. The region's many nature reserves are inhabited by indigenous birds and wildlife, and it holds the title for 'smallest desert on earth', The Red Desert in Port Edward.

## **Business Tourism Focus**

The destination can also benefit from increased business tourism activities (meetings, incentives, conferences) as a strategy to curb seasonality. The KZN South Coast 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 KZN South Coast to the business tourism market. The aim is to ensure that we:

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

In light of the above, the KZN South Coast is positioned as:

- A premier beach destination with a focus on nature tourism – abundant nature offerings and outdoor experiences both on land and in water
- An accessible, year-round, leisure destination of choice in South Africa, with diverse outdoor experiences
- Destination that lends itself to social distancing (Covid-19) without disrupting the visitor experience.
- Destination with rich cultural and heritage offerings
- Value for money, family destination
- Ideal destination for small, intimate meetings and conferences

## **The expected outcomes/objectives should include**

- Alignment with (UNWTO) United Nations World Tourism Organisation, SAT (SA Tourism) (TKZN) Tourism KwaZulu-Natal and SCTIE (South Coast Tourism & Investment Enterprise) principals
- Enhance destination brand image
- Stimulate interest in visiting diverse local tourism offerings
- Increase visitor arrivals
- Promote the KZN South Coast business destination of choice in South Africa
- Promote the KZN South Coast leisure destination in South Africa
- To expand traditional tourism seasons
- Increase average spend per visitor

## **Investment Attraction Focus**

The KZN South Coast is a region of unlimited potential and opportunities. Whether one is interested in tourism, agriculture, film, real estate investments this region has the potential to turn that interest into a success. SCTIE's objective is to proactively identify and unlock the full investment potential of the region. This will involve engaging with all role players to attract and assist potential investors looking to branch out into the district uncover opportunities. Furthermore, the aim is to display the region's investment friendly climate and economic opportunities to the national and international business community and in so doing, attracting

new investments, retaining and expanding existing investments in Ugu District across all existing/new economic sectors.

In light of the above, SCTIE seeks to position the KZN South Coast as an investment destination in order to attract investment in various sectors such as agriculture, manufacturing, maritime, property development, wholesale, trade, retail, renewable energy, hospitality and accommodation.

This will be achieved through:

- Supporting business expansions in the aforementioned sectors.
- Packaging business opportunities in all sectors.
- Supporting new business ventures.
- Information sharing on potential opportunities.
- Lobbying for infrastructure development on behalf of businesses with local and provincial government

**The expected outcomes/objectives include:**

- Creating and facilitating ease of access for investors by providing information about the investment climate of the district.
- Attracting investors to Ugu District by promoting the range of investment opportunities available in various platforms that communicates the objectives of the entity.
- Facilitating investment by pre-identifying and providing customized information packages to prospective investors regarding opportunities; and strategically encourage local municipalities to gear themselves towards readiness.
- Harnessing and maximizing exposure through trade and investment platforms highlighting the various sector investment opportunities of the KZN South Coast.
- Staging investment activations at key locations and focus on niche markets promotion investment opportunities in all existing and new economic sectors of Ugu district.
- Identifying and providing platforms where incentives can be shared with investors.
- Meticulously researching, implementing, managing and/or monitoring the Investment Promotion for all catalytic investment opportunities in Ugu district.
- To work closely with Business Associations/Chambers to ensure that they are aware and contribute to the programs of the SCTIE

**4. REQUIREMENTS**

South Coast Tourism & Investment Enterprise (SCTIE) seeks proposals from interested, qualified service providers for conceptualisation, creative development and implementation of an integrated marketing effort using a 360-degree approach to position and promote the KZN South Coast for a period of thirty-six (36) months from date of appointment.



## 5. SCOPE OF WORK (TO BE COSTED)

Agencies/service providers must submit a line-item budget for the:

1. Conceptualisation,
2. Creative Development
3. Implementation of an integrated tourism marketing and investment marketing plan with reference to specific target markets and segments, via relevant platforms

## 6. MARKETING AND ADVERTISING

### **Marketing strategy and planning**

- provide advice and strategize overall marketing activities
- engage in market research activities, as required
- develop strategic marketing and advertising plans

### **Branding: development of brand strategy**

- update and standardize the brand manual annually
- perform quarterly brand audits to keep the brand fresh and alive across the network.
- develop brand strategy to align with business objectives
- engage internal and external stakeholder audiences in strategic sessions
- manage sub-contractors engaged for branding executions
- development of brand positioning and messaging platform

### **Creative and campaign development**

- Overall content development for both audio, visual elements, still and motion
- Photography and video coverage, editing and archiving
- provide strategy, oversight and guidance in creative development
- provide design and copywriting for print and digital applications
- assist with development of message matrices for stakeholder audiences
- review/audit current high-level messages (elevator pitches)

## FOCUS

- 6.1 Managing of Seasonal and Consumer Campaigns.
- 6.2 Coordinating booking for tourism media placement space.
- 6.3 Managing Local Tourism Friendly Awareness Campaigns.
- 6.4 To position the KZN South Coast Tourism as a thought leader in the tourism, trade and investment sectors through participating in various platforms and features that communicate its business objectives and build its identity.
- 6.5 Meticulously research, implement, manage or/and monitor the Investment Promotion for all catalytic investment opportunities in Ugu district
- 6.6 To promote the KZN South Coast as the investment destination and maximize exposure through trade and investment platforms highlighting the diverse investment opportunities of the region.
- 6.7 To stage investment activations at key locations and focus on niche markets promotion investment opportunities in all existing and new economic sectors of Ugu district.

- 6.8 Produce Quarterly Newsletters for distribution.
- 6.9 To promote the South Coast with its Niche offerings, e.g., Golf, Agri/Rural Tourism, Diverse Adventure experiences, growth sectors for investment.
- 6.10 The design and production of advertising and promotional material, if and when applicable.
- 6.11 The production of South Coast Information Material, e.g., Brochure.
- 6.12 Facilitate the production of high-quality marketing Images and high-quality video footage for marketing and social media purposes based on quarterly strategic campaigns.
- 6.13 Facilitate media tours for destination profiling.
- 6.14 Facilitate the hosting of sector specific trade, potential investors and media on investment site visits.
- 6.15 Conceptualising, facilitation, implementation of Tourism Month activities.
- 6.16 Translation of tourism and investment material into different languages if, and when applicable.
- 6.17 Working closely with key tourism and investment stakeholders and other agencies where applicable.
- 6.18 Facilitating the featuring of destination KZN South Coast travel and investment-based platforms.
- 6.19 Facilitate investment by pre-identifying and providing customized information packages to prospective investors regarding opportunities; and strategically encourage local municipalities to gear themselves towards readiness.
- 6.20 Identify and provide a platform where incentives can be shared with investors.
- 6.21 To ensure that Business Associations / Chambers are aware and contribute to the programs of the SCTIE.
- 6.22 Create and facilitate ease of access for investors by providing information about the investment climate of the district.

## 7. PUBLIC RELATIONS

- planning publicity strategies and campaigns
- writing and producing press releases
- organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
- Planning and executing promotional campaigns
- Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Seek opportunities for partnerships on social causes and long-term sponsorships.
- Track media coverage and follow industry trends
- Prepare and submit PR reports

### Media Relations

- Responsible for channelling and influencing communications to the media, including preparing articles, press kits, press releases, and other content initiatives.
- Cultivate and manage relationships with media gatekeepers by maintaining media contacts database of editors and journalists, updated at the beginning of each quarter. This should include print, magazine, online publishers, radio, Television and bloggers that are inclined to tourism, investment promotion, business, development finance, etc.
- Prepare articles and press releases for the media.
- Enhance effectiveness of press and publicity function.

- Develop relationships with national and regional press contacts to ensure the company reputation is promoted and to deflect criticism.
- Plan and oversee press events.
- Compose company literature and reports, speeches and opinion articles for internal and external use.

#### **Media Strategy, Planning, Buying and Monitoring**

- Media planning to include selecting appropriate media and deciding the scheduling of advertisements.
- Guide the organization in achieving advertising and communication objectives
- Apportion messages to reach the appropriate target audience around a brand's budget.
- Supervising the execution and Monitoring/ Reporting

### **FOCUS**

- 7.1 Management of the destination's brand positioning, image and reputation using, but not limited to media relations, brand tracking and online reputation management tools.
- 7.2 Management of public and media relation, as well as distribution to and liaison with earned targeted media channels, including journalists, editors and social media influencers, in order to meet strategic objectives and influence positive sentiment and optimal media exposure on multiple platforms, with an emphasis on editorial and not advertorial.
- 7.3 Development of press releases and communications.
- 7.4 Agency will need to have their own database and grow the SCTIE media database, which will be handed over to SCTIE at the end of the period.
- 7.5 Delivery of Quarterly Brand Tracking Report, in line with required organisational timelines, reporting on, but not limited to tracking South Coast Tourism & Investment Enterprise, the destination and its events and tourism products, in terms of Brand Sentiment, Share of Voice, Advertising Value Equivalency, Media Exposure, Trending Topics and Hashtags, Top Sources, Social Media, Return on Investment, Benchmarking against competitors and Advising of Trends to Capitalise on.
- 7.6 To ensure Business Associations / Chambers are aware and contribute to the programs of SCTIE

### **8. DIGITAL SERVICES:**

#### **Digital marketing strategy and content generation**

- provide advice on strategy for digital marketing (including social media campaigns)
- influencer management and marketing.
- inform SEO strategy
- Content marketing.
- create analytics reports for current state and future campaigns
- Boost traffic and engagement on all social media platforms with optimization of ratings
- create and maintain relationships with influencers and partners
- manage monitoring, analytics and interpret digital KPIs
- manage user generated and third-party content

- manage the day-to-day execution of social media messaging and community maintenance
- create community governance structure (including cross-team working) and manage all key Stakeholders
- act as a coach and ambassador in social media and digital engagement for other teams in the business

## FOCUS

- Based on the global and local best practice, to develop a robust and effective social media and digital strategy to help drive awareness to the KZN South Coast to both local and international markets, the platforms need to be transformative, and spark interest in the destination and the brand.
- Efficiently manage SCTIE owned digital channels namely Websites, Mobile App and Social Media platforms to ensure that the content is constantly kept up to date. Implement “Always On” advertising.

### 8.1 Website and Mobile App

- 8.1.1 Ensure the Website and Mobile App are effectively managed through the development of a monthly content management plan.
- 8.1.2 Monthly hosting of Website & Mobile App on applicable platforms
- 8.1.3 Maintenance of Website and Mobile App
- 8.1.4 Future development of Website and Mobile App when required.

### 8.2 Social Media Marketing

The following are required for content development and social media management for Facebook, Instagram, Twitter, LinkedIn and YouTube as well as other additional platforms that's SCTIE will for the duration of the contract.

- 8.2.1 Facebook = 6 posts per week
- 8.2.2 Twitter = 6 posts per week
- 8.2.3 Instagram = 6 posts per week
- 8.2.4 YouTube = at least 2 videos per month – This also includes adhoc content and video.
- 8.2.5 Holiday Post = when applicable
- 8.2.6 TikTok = 6 clips per week
- 8.2.7 – or suggest other platforms that may be relevant

### 8.3 Google Advertising:

- 8.3.1 Digital tourism campaign e.g., social media
- 8.3.2 Tracking
- 8.3.3 Search Engine Optimisation (SEO)

### 8.4 Social Media Advertising

- 8.4.1 This is aimed at SCTIE's community Facebook, Instagram, Twitter, You Tube and/or newer platforms proposed
- 8.4.2 Performance Reporting across all platforms
- 8.4.3 Website and App Updates
- 8.4.4 A dedicated account manager to manage SCTIE's social media platforms
- 8.4.5 2 x sixty second HD video per month,
- 8.4.6 Six hours graphics,
- 8.4.7 Monthly social media strategy (content management plans), content research, scheduling and reporting.

## **8.5 Online Trends and Analysis**

- 8.5.1 Online content development and trend analysis for Facebook, Instagram, Twitter, LinkedIn and YouTube as well as other additional platforms
- 8.5.2 To understand visitor and investor interest and trends, quarterly monitoring and trend analysis reports are required.

## **9. ACCOUNT MANAGEMENT**

- collaborate with all teams to develop and coordinate project plans, strategize, and execute work in a timely manner
- provide exceptional customer service and account management
- provide solutions and resources to efficiently and effectively meet creative needs while maintaining the highest quality standards
- be current with best practices and provide recommendations for effective performance on the categories outlined above

## **10. REPORTING**

Based on the SCTIE Annual Performance Scorecard delivery of Quarterly Brand Tracking report in line with organizational timelines, will be required.

### 11. Functionality Score – Criteria

- 10.1 This tender is based on functionality, price and preference. Therefore, bidders must ensure all evidence is supplied.
- 10.2 All bids will be scored according to the following functionality criteria, any bids received scoring below 70% will be invalid and not considered further.
- 10.3 All evidence submitted must be in hardcopy. No electronic files will be accepted for review.

The functionality of the bids will be assessed utilising the following evaluation criteria:

### EVALUATION CRITERIA

Competence		Key Aspects	Weight
1. Company Experience and Capacity	1.1 Strategic Marketing Planning & Implementation	1.1.1 Development and Implementation of Strategic Marketing Plan and Activities	10
	1.2 Public Relations	1.2.1 Specialisation in Fields: <ul style="list-style-type: none"> <li>Crisis PR</li> <li>Reputation Management</li> <li>Event PR</li> <li>Media Fam Trip Management</li> </ul>	5
		1.2.2 Samples of PR Campaigns, Press Releases undertaken	5
	1.3 Marketing Advertising, Graphic and Design Services	1.3.1 Specialisation in Fields <ul style="list-style-type: none"> <li>Corporate Identity development</li> <li>Brand Development</li> <li>Graphic Design</li> <li>Print Collateral</li> <li>Digital Collateral</li> <li>Advertising (Billboards, Magazines, Online)</li> <li>Advert Conceptualisation for Themed Campaigns</li> <li>Push Notifications</li> </ul>	16
	1.4 Digital Services - Website, Mobile APP, Social Media and Search Engine Optimisation	1.4.1 Website: <ul style="list-style-type: none"> <li>Hosting,</li> <li>Updates,</li> <li>Maintenance</li> <li>Development</li> </ul>	10
		1.4.2 Mobile APP: <ul style="list-style-type: none"> <li>Hosting,</li> <li>Updates,</li> <li>Maintenance</li> <li>Development</li> </ul>	5
		1.4.3 Social Media: <ul style="list-style-type: none"> <li>Hosting,</li> <li>Updates, Maintenance</li> <li>Development</li> </ul>	5
		1.4.4 Search Engine Optimisation	5

<b>2. Key Personnel in the Team</b>	<b>2.1 Public Relations</b>	<b>2.1.1</b> Qualifications	5
		<b>2.1.2</b> Experience	5
	<b>2.2 Advertising, Graphic and Design Services</b>	<b>2.2.1</b> Qualifications	5
		<b>2.2.2</b> Experience	5
	<b>2.3 Team Composition for other deliverables</b>	<b>2.3.1</b> Strategist	5
		<b>2.3.2</b> Content Writer	5
		<b>2.3.3</b> Database Management: National Database aligned to our marketing responsibilities	3
		<b>2.3.4</b> Media Monitoring reports on campaigns undertaken	3
	<b>2.4 Locality of the team</b>	<b>2.4.1</b> Preference favouring South Coast Based Team	3

100

The following is the guide, which bidders **MUST** take into consideration in preparing their bids, and understanding the evaluation criteria, and evidence that is required to support information submitted.

Tabulated below is the detail on how the committees will be allocating points:

**1. COMPANY EXPERIENCE & CAPACITY**

<b>1.1 Strategic Marketing Planning &amp; Implementation</b> (Please provide Bidder profile with at least 5 active clients attesting to work undertaken and client satisfaction)	
5+ Active clients	10
3 - 4 Active Clients	7
1 - 2 Active Clients	5
0 Active Clients	0

<b>1.2.1 Specialisation in Fields: Public Relations</b>	
All 4 Fields	5
3 Fields	3
2 Fields	2
1 Field	1

<b>1.2.1 Samples of PR Campaigns, Press Releases undertaken</b>	
Examples: 10+	5
Examples: 7-9	4
Examples: 4-7	3
Examples: 3-4	2
Examples: 0-2	1

<b>1.3 Specialisation in Fields (Give 3 examples of each for maximum points):</b>	
Corporate Identity Development	2
Brand Development	2
Graphic Design	2
Print Collateral	2
Digital Collateral	2
Advertising (Billboards, Magazines, Online)	2
Advert Conceptualisation for Themed Campaigns	2
Push Notifications	2

<b>1.4.1 Website: Hosting, Updates, Maintenance and Development (Provide letters confirming the work that you have done)</b>			
<b>Elements</b>		<b>Clients</b>	
All 4 Elements	5	10 Clients +	5
3 Elements: Please Specify	3	8 - 9 Clients	4
2 Elements: Please Specify	1	6-7 Clients	3
0-1 Element	0	4 - 5 Clients	2
		1- 3 Clients	1

<b>1.4.2 Mobile APP: Hosting, Updates, Maintenance and Development</b>	
Please provide at least 3 Clients and or examples of Mobile Apps which you have managed and are <b>published</b> on Google Play Store and Apple iStore AND Supply letters confirming the work that you have done for them	
3 Clients on both platforms	5
2 Client on both platforms	3
1 Client on both platforms	1
0 Clients	0

<b>1.4.3 Social Media</b>	
Please provide 3 Clients with examples of posts, which you provide Social Media services on the following Social Media platforms : Facebook, Twitter, Instagram, YouTube.	
Please supply letters confirming the work that you have done	
With TicTok being a new platform, please include whether you have managed any clients on this platform.	
3 Clients on all 4 platforms	5
2 Clients on all 4 platforms	3
1 Client on all 4 platforms	1
No Clients	0

<b>1.4.4 Search Engine Optimisation</b>	
Provide letters from 3 Clients confirming your services of SEO supplied, with positive outcomes	
3 Clients with positive results	5
2 Clients with positive results	3
1 Client with positive results	1
No clients	00



## 2. KEY PERSONNEL IN THE TEAM

### 2.1 Public Relations

<b>2.1.1 Qualifications relevant to Public Relations</b>	
Masters or higher	5
Degree/Btech	4
Diploma	3
Matric	2

<b>2.1.2 Personnel Experience relevant to Public Relations</b>	
10 years+	5
8-9 Years	4
6-7 Years	3
4-5 Years	2
1-4 Years	1

### 2.2 Advertising, Graphic and Digital Design

<b>2.2.1 Qualifications relevant to Advertising, Graphic &amp; Digital Design</b>	
Masters or higher	5
Degree/Btech	4
Diploma	3
Matric	2

<b>2.2.2 Personnel Experience related to Advertising, Graphic and Digital Design</b>	
10 years+	5
8-9 Years	4
6-7 Years	3
4-5 Years	2
1-4 Years	1

### 2.3 Team Composition for other deliverables

<b>2.3.1 Strategist on the Team (Please provide comprehensive CV)</b>	
Yes, full time	5
No	2

<b>2.3.2 Content Writer/s on the Team (Please provide comprehensive CVs)</b>	
2 Content writers	5
1 Content writer	2
No	0

<b>2.3.3 Media Database (Local and National)</b>	
Supply confirmation letters from clients on work undertaken which was shared on your database with media reach.	
5 Confirmation letters, with media reach	3
3-4 Confirmation letters, with media reach	2
1-2 Confirmation letters, with media reach	1
0 Reference letters	0

<b>2.3.4 Media Monitoring services to quantify AVEs for on and offline coverage across Print, Online and Broadcast Media</b>	
Supply confirmation of media monitoring systems utilised, along with references from Clients confirming services rendered.	
5 Client reference letters	3
3-4 Client reference letters	2
1-2 Client reference letters	1
0 Reference letters	0

<b>2.4.1 Locality of Team</b>	
Full Team Based in South Coast	3
KZN Based Team - Please indicate where and which members	2
Other: South Africa - Please indicate where and which members	1
Any Team Members Based outside - Please indicate which members	0

<b>Functionality</b>	
The evaluation panel will evaluate proposals according to supply chain policy however USCT is insistent that the successful appointee meets the following in that - they MUST have provable experience and evidence in:	
<b>Pricing</b>	
Proposals that achieve an evaluation score of greater than 70% will be scored as follows:	
Proposal submissions with a value less than R50 000 000 – cost to Company – maximum 80 points – Preference – maximum 20 points	

**12. Mandatory Requirements:**

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-compliance and the bid SHALL be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as complied to but not elaborated upon or substantiated, the bidder will receive less points for that particular requirement. Any bidder who scores less than 70% on functionality will be automatically disqualified.

**The bidders MUST substantiate/comment and explain on how the following will be done and where necessary, provide supporting documentation.**

### 13. Evaluation

The bid will be subject to the 80/20 preference points principal, 80points for price and 20 points for empowerment / social economic goals, subject to having successfully achieved the 70% functionality criteria.

Factor	Points
Price Points	80
Preference points for BBEE	20
<b>Total</b>	<b>100</b>

### 14. Presentation

SCTIE reserves the right to call prospective service provider to do a presentation prior to finalizing the any award.

Companies must score a minimum of 25 points for the presentations to advance to the 80/20 preference points scoring.

Detailed Presentation	Total Score	Providers Score
Proposed plan for the organization	15	
Previous work done and examples	10	
Value Ad	5	
<b>Total</b>	<b>30</b>	

### 15. Contract Period

The contract shall be for a period not exceeding thirty-six (36) months from the date of appointment. The bidder is required to submit a detailed operational plan (including strategies & relevant approach) with key activities outlining itemized costing. This will constitute a breakdown of a proposed budget in relation to scope of work.

### 16. Deliverables

The deliverables, as per integrated marketing efforts will be in line with key activities stated in the scope of work.

## 17. Project Management

The responsibility for the implementation of this project lies with the Coordinator: Tourism Marketing and the Coordinator: Investment Marketing within SCTIE. Status meetings will be established to ensure participation of all functional areas for effective project implementation.

## 18. Briefing Session

- 18.1 A compulsory briefing session will be held virtually as advertised in the Bid Advertisement, where questions concerning the requirements of this bid will be discussed. This is to be held on Thursday 11<sup>th</sup> August 2022, at 10h00, via MS Teams.
- 18.2 To be invited to this briefing session, please email Ms Thembalihle Ncane, on Lihle@sctie.co.za for the link to be sent to you. This request must be made no later than 8h30 on the 11 August 2022. SCTIE takes no responsibility should this invite not reach you timeously.
- 18.3 All questions subsequent to the briefing session must be e-mailed to: Thembalihle Ncane on Lihle@sctie.co.za - **No telephonic communications will be allowed.**
- 18.4 The cut-off date for questions will be the 19<sup>th</sup> August 2022 at 10h00 – whereafter no further communication will be entered into.

## 19. COSTING MODEL:

Bidders MUST attach the breakdown of costs in order for the Company to compare all quotes received and evaluate them on the same basis and criteria.

NO additional costs will be payable if not included in the price breakdown, the prices quoted are firm for the duration of the 36-month contract.

## 20. CONDITIONS & REQUIREMENTS

The successful bidder MUST:

- 20.1 Have a valid Online Reputation Management software registration.
- 20.2 Demonstrate how they propose to use local suppliers from the Ugu district.

## 21. TERMINATION OF SERVICE

The stipulations of the Supply Chain Management Policies and Procedures and General Conditions of contract apply in particular to cases of any failure with any of the conditions of contract, or where an unsatisfactory service is rendered. The contract is **NOT** automatically renewable.

NOTE: Any amendment(s) or waiving from the stipulations of this contract must occur in writing by mutual consent with parties.

## 22. MINIMUM SPECIFICATIONS

These specifications are only minimum specifications. Any shortcomings in the specifications should be pointed out in the quote/bid and provided for in the price. Any additional costs incurred by the service provider because of shortcomings in the quote specifications will be for the service provider's own account.

## 23. COMPLIANCE

Where necessary the service provider must attach explanatory information reference to a paragraph number. The service provider must fully describe how the required functionality will be achieved. Failure to provide sufficient information may disqualify the service provider. Any condition imposed by the service provider that is restrictive or contrary to any part of this tender will automatically disqualify the service provider.

## 24. BID PRICE

Please give all the prices, itemized as far as possible, and indicating prices including Value Added Tax (VAT).

***(to be completed on the Price Schedule and signed)***

## 25. BID FORMAT

1 (one) original bid and 3 exact copies must be submitted in the following format: -

- must be SIGNED IN BLACK INK by an authorized employee, agent or representative of the Bidder and all pages of the Bid must be initialled
- Bid response and supporting documents must be neatly bound in one file.
- The written delegation of authority to sign all documents must form part of the Bid.
- All documents as required MUST be included in the bid in order for the bid to be considered.

**South Coast Tourism & Investment Enterprise (SOC) RF reserves the right to investigate and verify all the information supplied by the bidder.**

## 26. MEETINGS

The successful lead service provider must make themselves available for regular progress meetings with the SCTIE management.

## **27. OWNERSHIP**

All documents, materials, data, assets and information in whatever format (whether hard copy, digital, video or otherwise) produced as part of the successful bid during the contract period will be the property and copyright of South Coast Tourism & Investment Enterprise and will be handed over within the stipulated time should a new supplier be appointed.

## **28. CRITERIA FOR AWARDING CONTRACT**

- **Contracting**

Acceptance of the successful bidder's Proposal is subject to entering a formal written and signed Service Level Agreement with South Coast Tourism & Investment Enterprise, which Agreement will contain the terms of the contract between the parties.

- **Methodology**

Bidders are required to describe in detail the methodology to be employed, which is required to illustrate what approach will be taken and why this approach is believed to be the best suited to achieve the project objectives.

**29. DOMICILIUM**

The parties hereby choose as their domicilium citandi et executandi for the service of notices and legal document the following street addresses:

**Bidder:**

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

Tel Number: - .....

**South Coast Tourism & Investment Enterprise**

The Chief Executive Officer  
16 Bisset Street  
Port Shepstone  
4240

**30. CONTACT DETAILS**

The following person may be contacted for more information, in writing only: -

Ms T Ncane  
E-mail : Lihle@sctie.co.za  
Tel: 039 682 7944

**I/We hereby declare that all the information supplied is true and exact.**

\_\_\_\_\_  
SIGNATURE of Bidder

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Witness Name & Designation

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

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

*If it is found that any of the above-mentioned information provided is false, the Company reserves the right to terminate this contract with immediate effect. The Company may VET the successful bidder.*

## TAX CLEARANCE REQUIREMENTS

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It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South Africa Revenue Services (SARS) to meet the bidder's tax obligation.

- 1 In order to meet the requirements bidders are required to complete in full the attached TCC1 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance PIN that will be valid for a period of 1 (one) year from date of approval / issue.
- 3 The official SARS Tax PIN must be submitted together with the bid. Failure to submit the official and valid Tax PIN will result in the invalidation of the bid.
- 4 In the bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate SARS Tax PIN
- 5 Application for a "Tax Clearance PIN" forms are available from any SARS branch office nationally or on the website [www.sars.gov/za](http://www.sars.gov/za)
- 6 Applications for the Tax Clearance PIN may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 7 Provide Tax compliance Status PIN, issued by SARS for Tax Compliance Verification



**DECLARATION OF INTEREST**

(In case of Joint Ventures, separate form must be completed by each partner of the Joint Venture)  
(Please circle the applicable answer)

1. No bid will be accepted from persons in the service of the state.

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 and/or take an oath declaring his/her interest.

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

2.1 Full Name: \_\_\_\_\_

2.2 Identity Number: \_\_\_\_\_

2.3 Company Registration Number: \_\_\_\_\_

2.4 Tax Reference Number: \_\_\_\_\_

2.5 VAT Registration Number: \_\_\_\_\_

2.6 Are you presently in the service of the state? **YES / NO**

2.6.1 If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

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

2.7.1 If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

2.8 Do you, have any relationship (family, friend, other) **YES / NO**  
with persons in the service of the state and who may be involved with the  
evaluation and or adjudication of this bid?

2.8.1 If so, furnish particulars.

\_\_\_\_\_  
\_\_\_\_\_

SCM 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.

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3.9 Are you, aware of any relationship (family, friend, other) **YES / NO**  
between a bidder and any persons in the service of the state  
who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

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3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

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3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

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**CERTIFICATION**

I, \_\_\_\_\_ THE UNDERSIGNED CERTIFY THAT THE INFORMATION  
FURNISHED ON THIS DECLARATION FORM IS CORRECT.

ACCEPT THAT THE COUNCIL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.

---

**SIGNATURE**

---

**DATE**

---

**NAME OF BIDDER**

---

**POSITION**

**DECLARATION FOR PROCUREMENT**

**\* Delete if not applicable**

For all procurement bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing? **\*YES / NO**
- 1.1 If yes, submit audited annual financial statements for the last financial year
- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **\*YES / NO**
- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
- 2.2 If yes, provide particulars.  
.....  
.....  
.....  
.....
- 3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? **\*YES / NO**
- 3.1 If yes, furnish particulars  
.....  
.....  
.....  
.....
- 4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality/municipal entity is expected to be transferred out of the Republic? **\*YES / NO**
- 4.1 If yes, furnish particulars  
.....  
.....  
.....

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Date

.....  
Name of Bidder

.....  
Position





**BID DECLARATION FORM**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPF ACT) POINTS ENTITLEMENT**

- Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Rand value of bid under consideration
- P<sub>min</sub> = Rand value of lowest acceptable bid

**4. DECLARATION OF BIDDER**

4.1 Name of firm :.....

4.2 VAT registration number :.....

4.3 Company registration number :.....

**4.4 TYPE OF FIRM**

- Partnership
- One person business/sole trader
- Close corporation
- Company (Pty) Ltd
- Other : Please specify .....

[TICK APPLICABLE BOX]

**4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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**4.6 MUNICIPAL INFORMATION**

Municipality where business is situated :.....

Registered Account No. : .....

Stand No. : .....

**4.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?**

**4.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.**

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained



**5.0 Consortium / Joint Venture**

In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

<b>Name of HDI member (to be consistent with paragraph 4.8)</b>	<b>Percentage (%) of the contract value managed or executed by the HDI member</b>

**6. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 4.8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:**

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the Council that the claims are correct.
- (iv) If the claims are found to be incorrect, the Council may, in addition to any other remedy it may have:-
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

SIGNATURE (S) OF BIDDER (S)

**WITNESS:**

\_\_\_\_\_

**NAME & SIGNATURE OF WITNESS**

**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES
.....
<b>Name &amp; Signature</b>

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as ..... accept your bid under reference number ..... dated .....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<i>DESCRIPTION OF SERVICE</i>	<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>COMPLETION DATE</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</b>

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESS

.....  
Name & Signature

**FORM OF OFFER AND ACCEPTANCE**

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**THE PROVISION OF A MARKETING,PUBLIC RELATIONS, ADVERTISING AGENCY AND DIGITAL SERVICES for a 36-MONTH PERIOD**

**Contract Number: SCTIE 2023/01**

The Tenderer, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

**By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.**

**The offered total of the prices inclusive of Value Added Tax is: R .....**  
(In words.....),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the tender)*:.....

**Name:** (of signatory in capitals):.....

**Capacity:** (of Signatory):.....

**Name of Bidder:** *(organisation)*:.....

**Address:** .....

**Telephone number:** ..... **Email:** .....

**Witness:** .....

**Signature:** .....

**Name:** (in capitals):.....

**Date:**.....

***[Failure of a Tenderer to sign this form will invalidate the tender]***

**B. ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreement, and Specifications (Agreement to be finalised after award)
- Part 2 Pricing Schedule

and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 2 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.**

**Signature:**.....

**Name:** *(in capitals)*.....

**Capacity:** .....

**Name of Employer** *(organisation)*.....

**Address:** .....

**Witness:**.....

**Signature:**.....

**Name:** *(in capitals)*.....

**Date :**.....

### **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 municipalities / 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.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

	Question	Yes	No
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>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?</p>	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.

.....

**Name of Bidder**

.....

**Position in Organisation**

.....

**Signature**

.....

**Date**



### CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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 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:
- <sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.
- <sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_ (Name of 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 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.

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**DATE**

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**CERTIFIED CK DOCUMENTS AND ID DOCUMENTS OF OWNER/S**  
*[Failure of a Tenderer to submit this will invalidate the tender]*

**SARS TAX PIN ON SARS LETTERHEAD FOR TAX COMPLIANCE**  
*[Failure of a Bidder to submit this will invalidate the tender]*

**TENDER BRIEFING CERTIFICATE**

*[Failure of a Bidder to submit this will invalidate the tender]*

**CONFIRMATION OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS  
DATABASE**

Registration number and Unique code must be supplied.

Registration can be done via [www.csd.gov.za](http://www.csd.gov.za)

***[Failure of a Bidder to submit this will invalidate the tender]***

**JOINT VENTURE AGREEMENT**  
**(Where applicable)**

*[Failure of a Bidder to submit this will invalidate the tender, if applicable]*



**QUALIFICATIONS AND CURRICULUM VITAE OF RELEVANT PROJECT TEAM AND STAFF TO BE  
UTILIZED IN DELIVERING THE PROJECT**

As per the functionality requirements.

**REFERENCE LETTERS RELATED TO FUNCTIONALITY SPECIFICATIONS**

**VALID BBBEE CERTIFICATE**

ORIGINAL CERTIFICATE/ ORIGINAL CERTIFIED COPY OF THE CERTIFICATE/ ORIGINAL AFFIDAVIT

***[Bidder that fails to submit this will NOT be awarded BBBEE points]***

**PRICE SCHEDULE AND TIMEFRAMES PER DELIVERABLE AND ANY OTHER COSTS**

Please fill in, sign and attach a breakdown of costs of necessary

<b>Deliverable</b>	<b>Unit cost</b>	<b>Number</b>	<b>Total</b>
<b>Marketing &amp; Advertising services:</b> <ul style="list-style-type: none"> <li>- Campaign Conceptualising</li> <li>- Local Tourist Friendly Campaign</li> <li>- Quarterly newsletter production &amp; distribution</li> <li>- Niche experiences &amp; Investment opportunities</li> <li>- Tourism Month activities</li> <li>- Media Tour facilitation</li> <li>- Investment Tour facilitation</li> <li>- Working with key stakeholders</li> <li>- Facilitating destination on travel based platforms</li> <li>- Facilitating destination on investment based platforms</li> </ul>			
Graphic design costs, including advert, branding and promo design			
High Quality Images			
High Quality Videos			
Media Buying : Agency Commission			
<b>Public Relation Services</b> <ul style="list-style-type: none"> <li>- Reputation, barrier, and crisis management</li> <li>- Position SCTIE as a Thought Leader through Press Releases &amp; distribution</li> <li>- Working with Key Stakeholders</li> <li>- Media Databases</li> </ul>			
<b>Digital Services</b> <ul style="list-style-type: none"> <li>- Website Content Maintenance (20 hours per month)</li> </ul>			

<ul style="list-style-type: none"> <li>- Website Maintenance (10 hrs per month)</li> <li>- Website Development</li>   <li>- Mobile App Content Maintenance (5hrs per month)</li> <li>- Mobile App Maintenance )5hrs per month)</li> <li>- Mobile App Development</li>   <li>- SEO &amp; Reporting</li> <li>- Quarterly Digital Reporting</li>   <li>Social Media Posting             <ul style="list-style-type: none"> <li>- Facebook (6/week)</li> <li>- Twitter (6/week)</li> <li>- Instagram (6/week)</li> <li>- YouTube (1/week)</li> <li>- TikTok (6/week)</li> </ul> </li>   <li>Social Media Monitoring</li> <li>Community Management</li> <li>Graphic Design</li> <li>Online Trends analysis</li> </ul>			
<p>Adhoc copy required (rate per word)</p>			
<p>Translation of material into different languages</p>			
<p><b>Any additional costs</b> – please specify supplying additional schedule</p> <p>Management / Agency Fees</p> <p>Disbursements</p>			

**BID REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC RELATIONS, ADVERTISING AND DIGITAL AGENCY SERVICES FOR A  
36-MONTH PERIOD: CONTRACT NO: SCTIE 2023 / 01**

Other			
Total Bid Price (Inclusive of Vat – if applicable)			

**Signed by Bidder** :.....