



SCTIE MINI 03 2023

PROVISION OF EVENT COORDINATION FOR DESTINATION ACTIVATIONS

BEACH AND HINTERLAND ACTIVATIONS

Duration of Service: December 2022/January 2023 (Summer Holidays)

DESTINATION BACKGROUND

The KZN South Coast is positioned as

- 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.
- a premier beach destination with a focus on nature tourism – abundant nature offerings and outdoor experiences both on land and in water
- destination with rich cultural and heritage offerings
- value for money, family destination
- ideal destination for small, intimate meetings and conferences

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 both coastal and rural experiences. Known as the 'Paradise of the Zulu Kingdom', the KZN South Coast stretches 120 kilometres 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 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

TARGET MARKET

- **Beach & Leisure Lover** – value for money seeker with family orientation.
- **Marine Explorer** – fishing, diving and aqua sports e.g. surfing
- **Mature Mobiles** – mature & retired people with disposable income and a zest for exploration and activity or merely visiting friends & relatives
- **Adventurists** – seeking outward exploration options along routes with eco-culture activity orientation.
- **Informal Relaxer** – preference for camping, caravan and less sophisticated hospitality environments
- **Golf Activator** – golf players
- **Pleasure Seekers** – youth market seeking entertainment e.g. music, festivals
- **Emergent Spender** – seeking quality hospitality and entertainment options
- **Holidaymakers** who are travellers, not locals, visiting the South Coast.

Overview of Services Required:

The supplier must develop and implement a beach and hinterland event programme for the domestic school holiday period that will attract the targeted holiday maker when planning a holiday or in the destination on holiday. The event coordinator will also develop local and emerging event resources including but not limited to, event organisers, MC's, artists and musicians, event suppliers and promoters.

The successful supplier will also be responsible for local in-destination marketing and promotion of the events and free media exposure of the destination and beach events before and during the events. High quality event management and coordination. All relevant legal, municipal and supply chain management compliances, insurances and licenses, provision of quality, diverse beach entertainment and activations as per target market. Priority branding and promotion of the KZN South Coast destination at all events.

As a host sponsor, SCTIE will partly sponsor the beach events to meet its dual mandate of promoting the destination as well as to develop tourism locally. However, the successful bidder will need to demonstrate a proposal on they will fund the beach events

**Scope of Services:
Beach and Hinterland Events**

1. The seasonal beach and hinterland events need to be elements of fun, entertainment education and relaxation.
2. Time of Activation: Four hours per beach/hinterland day from 10h00 to 14h00 daily. The events must ensure a free, open, and non-intrusive activation.
3. The beach program must incorporate beaches along the KZN South Coast from Scottburgh to Port Edward.

Area / Beach	No. of Days
Scottburgh	2
Hibberdene	2
St Michaels	2
Margate	2
Ramsgate	2
Port Edward	2

Hinterland Events

Area	No. of Days
Ntelezi Msani	1
KwaXolo Caves	1
KwaNzimakwe	1
Umuziwabantu	1

Event Coordination and Management of Beach and Hinterland Events

1. The Summer events programme must be submitted by the **17 October 2022**
2. Ensuring all required legal, municipal, event and supply chain management compliances are met, including municipal bylaws and relevant insurance including public liability and special licences.
3. A comprehensive closeout report must be submitted a week after the activation.
4. Providing quality activations by ensuring the final programmes are implemented as promoted.
5. Ensure relevant safety and security of activations participants, beachgoers, and holiday makers, incl adequate and effective crowd control when needed.
6. Ensure payment of all applicable beach tariffs to the relevant municipality and provide evidence therefor to SCTIE.

Marketing and Promotion of the Beach and Hinterland Activations

1. Local in-destination promotion and advertising of the beach and hinterland activations through various channels, such as through local news media, social media, and flyers.
2. Promotion of the KZN South Coast destination as the host of the beach and hinterland events through prioritization and prominent display of SCTIE branding at activations, as well as through all promotional material, which is to include the SCTIE logo and must be approved by SCTIE.
3. Collection before and after the activation of SCTIE branding, in the same condition, damaged and broken branding items need to be fixed and replaced at own cost.
4. Supply of high-res images of the summer activation.

Note:

SCTIE has already obtained permission from the local municipalities for the Summer 2022/ 2023 Program.

Service providers are required to be registered on the Central Supplier Database. It is the responsibility of the supplier to provide us with the most recent printout from CSD, whilst also providing us with their CSD registration number.

Quotations must be marked: **TENDER NO. SCTIE MINI 03 2023** and must be sent to or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **12 October 2022 at 12H00.**

For all transactions exceeding R15000.00 a valid Tax Clearance Certificate or the SARS Pin from SARS must be furnished.

The attached MBD 1 and MBD 4 must be filled, signed and submitted with the quote.

NB: Members or Directors of Companies or service providers who are state employees are not allowed to bid or quote.

FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.

All queries in respect of the above should be addressed to Lihle on 039-682 9744 Lihle@sctie.co.za.

The Agency does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote.

COMPANY STAMP COMPANY STAMP	_____ COMPANY FULL NAME AUTHORISED SIGNATURE FULL NAME & SIGNATURE
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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER:	CLOSING DATE:	CLOSING TIME:	
DESCRIPTION			

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

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELL PHONE 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
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

**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)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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 MAY 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:

DECLARATION OF INTEREST

- 1. No tender/quotation will be accepted from person in the services of state.
- 2. Any persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to tender or quotation. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, **it is required that the vendor or their authorized representative declare their position relation to the evaluating/adjudicating authority and/ or take an oath declaring his/her interest.**
- 3. In order to give effect to the above, the following questionnaire must be completed and **submitted with this application.**

3.1. Full Name of service provider or his or her representative:
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3.2. Identity Number:.....

3.3. Company Registration

3.4. Tax Reference Number :

3.5. VAT Registration Number.....

3.6. Are you presently in the service of state? **YES** **NO**

3.6.1. If so, furnish particulars:
.....
.....

3.7. Have you been in the service of the state for the **YES** **NO**
Past twelve months?

3.7.1. If so please furnish particulars:
.....
.....

3.8. Do you have any relationship (family, friend, other) with person in the service of the state and two who may be involved with the evaluation and/ or adjudication of this tender? **YES**
 NO

3.8.1. If so, furnish particulars:
.....
.....

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

3.9.1. If so, furnish particulars:

.....
.....

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 spouses, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?

YES **NO**

3.11.1. If so, furnish particulars:

.....
.....

**MSCM Regulations: "in the service of 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 providers;*

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 1 of 1999);

e) a member of the accounting authority of any national or provincial public entity, or an employee of parliament or a provincial legislature

CERTIFICATION

I, the undersigned (name)

Certify that the information furnished on this declaration form is true and correct.

I accept that the state may act against me should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of Tenderer