



NOTICE NUMBER: SCTIE MINI 02 2024

Kindly furnish us with a written quotation for the services of a strategic planning session facilitator.

BACKGROUND

1.1. SCTIE Mandate

South Coast Tourism & Investment Enterprise is an entity of Ugu District Municipality. The entity is mandated to drive the economy of the region through positioning it as a Tourism and Investment Destination.

As the official economic development arm, the entity has to:

- proactively identify and unlock the full tourism, trade, and investment potential of the region.
- engage with all role players to attract tourists and assist investors looking to branch out into the district uncover opportunities.

1.2. Core Function

- I. To Grow Tourism the entity Focuses on Destination Management (Marketing and Development).
- II. Functions as a Local Tourism Authority and represent tourism businesses in the region.
- III. Positions the KZN South Coast as:
 - an accessible, year-round, leisure destination of choice in South Africa, with diverse nature and outdoor experiences both on land and in water
 - a premier beach destination
 - destination with rich cultural and heritage offerings
 - value for money, family destination
 - ideal destination for small, intimate meetings and conferences

To Attract Investments, the entity:

- I. Pro-actively packages investment opportunities,
- II. Links business and government,
- III. Links business: various sectors and value chains.
- IV. Markets business offerings of the district.
- V. Operates a One-stop-shop for investor support, information and advice.
- VI. Links emerging business with funding opportunity agencies, and
- VII. Attracts big business and forge partnerships between big business, foreign and local business.

1.3. The Funding Model

A Funding Model policy proposing percentages of the Equitable Share that each of the Local Municipalities and the District Municipality should contribute to the entity was approved. Each municipality signed a Service Level Agreement (SLA) for the payment of their grant contributions within 7 days of receiving their equitable share.

The following percentages were approved as contributions from each of the municipalities:

MUNICIPALITY	PERCENTATE CONTRIBUTION
Umdoni LM	1.2%
Umzumbe LM	1.2%
Ray Nkonyeni LM	1.2%
Umuziwabantu LM	1.2%
Ugu District Municipality	3.7 %

2. STRATEGY SESSION

A new Board of Directors was appointed in October 2023. The newly appointed board is planning to engage in a session to review the current strategy.

- a) This will be an opportunity for the board, senior management, and representatives from local municipalities to put their heads together in unpacking the region's economy and mapping a strategic path for the region to attract tourists and investors.
- b) It is intended that from this session we will be able to formulate a revised strategy that will benefit all municipalities in the region.
- c) It is further intended for it to be an honest appraisal of the strengths, weaknesses, opportunities and threats both in the short, medium and long term as these will inform;
 - The development of a 5-year (July 2024 to June 2029) strategy for the new entity before January 2022
 - The development of the 2024/25 draft budget for Council approval based on approved 5-year strategy, and
 - Possibly review the funding model.

Based on the above, SCTIE is looking for an experienced individual to:

1. facilitate the planned 2 days' workshop on
 - Date: 21 – 22 November 2023
 - Venue: - TBC
 - Time: 8h30 – 15.h30 and 8h30 – 15h00 (tbc)
2. write a report on the outcome and recommendations of the Strategy Session.
3. Supply a revised Strategy document.

3. PRICE

The service provider should indicate the price for services. The price should indicate if it is VAT inclusive for VAT vendors.

4. EVALUATION CRITERIA

All quotations will be evaluated on 80/20 preference point system. Based on the results of the evaluation process, SCTIE will approve the preferred service provider.

	Categories	20 points
	Specific Goals	
1	Promotion of local business	10

	Business located within Ugu Municipality	10	
	Business located within the KZN Province	5	
2	Ownership Categories		5
	BBBEE level 1	5	
	BBBEE level 2	4	
	BBBEE level 3 and below	3	
3	Other specific goals		5
	Business that are 100% owned by woman/youth /disable individuals	5	

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: **SCTIE 02 2024** and must be emailed to lihle@sctie.co.za or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **03 November 2023 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.

5. VALIDITY PERIOD

Prices must be valid for a minimum of 30 days from the closing of the quotation.

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 or [Lihle@sctie.co.za](mailto:lihle@sctie.co.za).

SCTIE 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.

<p>COMPANY</p> <p>STAMP</p> <p>COMPANY STAMP</p>

FULL NAME & SURNAME

SIGNATURE

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:		CLOSING DATE:	
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]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		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)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS 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 bid will be accepted from persons in the service of the state.
- 2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority 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 the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:.....

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.....

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

3.7.1 If so, furnish particulars.....

.....

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

3.8.1 If so, furnish particulars.....

.....

3.9 Are you, aware of any relationship (family, friend, other) 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?YES / NO

3.9.1 If so, furnish particulars.....

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

3.10.1 If so, furnish particulars.....

3.11 Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?.....YES / NO

3.11.1 If so, furnish particulars.....

SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE	Supplier Application Form	Date:
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**SECTION E:
DECLARATION**

I/WE, THE UNDERSIGNED, WARRANTS THAT I AM/WE ARE DULY AUTHORISED TO DO SO ON BEHALF OF THE ENTERPRISE TO CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT WITH ADDITIONAL INFORMATION IS CORRECT AND ACCURATE AND ACKNOWLEDGES THAT

1. The enterprise complies with all requirements for recognition as a Black / Priority Population Group / Black Business Enterprise / Priority Business Enterprise / Woman Business Enterprise / Disabled Person Enterprise / SMME (Delete as applicable) as defined, and
2. The contents of this Affidavit are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.
3. The enterprise will be required to furnish documentary proof if requested to do so.
4. If the information supplied is found to be incorrect then South Coast Tourism and Investment Enterprise in addition to any remedies, it may have; may
 - i Recover from the Enterprise all costs, losses or damages incurred or sustained by the Municipal Entity as a result of the award of any business, and/or
 - ii Take any other action as may be deemed necessary.

Signature.....

Name.....

I.D
Number.....

Duly authorised to sign on behalf of:

.....

Address.....

.....

.....

Telephone.....

