



## **NOTICE NUMBER: SCTIE MINI 05 2024**

Kindly furnish us with a written quotation for goods and services detailed below.

**VIDEO PRODUCTION, PHOTOGRAPHY AND FLIGHTING OF THE VIDEO FOR THE AUDIENCE AT THE MAIN VENUE AFTER THE RIBBON CUTTING OR LIVE STREAMING OF THE MORNING SESSION.**

**Date:** 30 January 2024 (TBC)

**Time:** 08h00 to 16h00

**Venue:** SCTIE offices on 16 Bisset Street, Port Shepstone & Port Shepstone Civic Centre (TBC)

### **1. Background of the event**

The MEC for Department of Economic Development, Tourism, and Environmental Affairs Mr. Siboniso Duma will launch Ugu District One Stop Shop on the 30<sup>th</sup> of January 2024 (date might change). The proposed event programme has two sessions:

- **The morning session:** Media briefing and cutting of the ribbon.
- **Business/Stakeholder Engagement:** (after the political programme), this will allow engagement with the business community so that they have an opportunity to ask questions on the OSS and public engagement at the Port Shepstone Civic Centre.

### **2. Scope of Work:**

SCTIE hereby requests experienced and reputable service providers to submit quotations for the provision of video production services and photography, live streaming of the morning session or flighting of the morning session video on the day of the event. The content produced will be used primarily on digital platforms in promoting the services offered by the One Stop Shop office.

**The service provider is required to quote as per the table below:**

<b>Description</b>	<b>Price</b>
1. Ability to provide <b>high-resolution video</b> , highlighting the proceedings of the day for two sessions (please see the attached proposed programme).	
2. Ability to provide <b>high-resolution images</b> highlighting the proceedings of the day for two sessions (please see the attached proposed programme).	
3. The appointed service provider will be required to <b>take videos of interviews</b> for EDTEA MEC in Pietermaritzburg offices, TIKZN Investor Manager in Durban, and SCTIE CEO in Port Shepstone before the event date.	
4. <b>Live Streaming</b> of the morning session at SCTIE offices (16 Bisset Street, Port Shepstone) for audience that will be at Port Shepstone Civic Centre (venue to be confirmed). The estimated time for live streaming is 2 hours.	
<b>OR</b>	
5. <b>Flighting of the video</b> for the morning session event, which will consist of the ribbon cutting, to the audience that will be at Port Shepstone Civic Centre (TBC). The video should be available immediately after the morning event.	

<b>SUB TOTAL</b>	
<b>VAT 15%</b>	
<b>TOTAL PRICE</b>	

The appointed service provider must be able to attend virtual meetings with SCTIE team to discuss briefs, requirements, and project progress.

**Please see the attached proposed programme.**

### 3. PRICE

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

### 4. EVALUATION CRITERIA

5. A All quotations will be evaluated for functionality and B-BBEE 80/20 preference point system. Based on the results of the evaluation process, SCTIE will approve the preferred service provider.

**The functionality evaluation criteria will be based on the following:**

<b>Functionality</b>	<b>Weight</b>
References of professional videos 5 references <b>50</b> points 4 references <b>40</b> points 3 references <b>30</b> points 1-2 references <b>20</b> points	<b>50</b>
Provide at least one video clip (USB)	<b>40</b>
Core Photography and videography Business/Company	<b>10</b>

6. Tenders with **less** than of 70% on functionality will **not** proceed to the evaluation using the preference points system.

	<b>Categories</b>	<b>20 points</b>
	<b>Specific Goals</b>	
1	<b>Promotion of local business</b>	<b>10</b>
	Business located within Ugu Municipality	10
	Business located within the KZN Province	5
2	<b>Ownership Categories</b>	<b>5</b>
	BBBEE level 1	5
	BBBEE level 2	4
	BBBEE level 3 and below	3
3	<b>Other specific goals</b>	<b>5</b>
	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 05 2024** and must be emailed to lihle@sctie.co.za or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **24 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.

**7. 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.

COMPANY STAMP  COMPANY STAMP
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\_\_\_\_\_  
**FULL NAME & SURNAME**

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

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>				
BID NUMBER:		CLOSING DATE:		CLOSING TIME:
DESCRIPTION				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>				

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


<b>SUPPLIER INFORMATION</b>				
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			

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

E-MAIL ADDRESS		
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## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>	
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.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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
<b>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.</b>	

**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: .....

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



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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.....





**TIKZN, SCTIE & EDTEA – UGU OSS LAUNCH**

**DATE: 30<sup>th</sup> January 2024**

Item	Remarks/ Responsibility	Time
<b>Session 1: Briefing Session (Closed)</b>		08h30 to 09h00
<b>Session 2: Political Programme</b>		
<b>Programme Director: Mr. Sihle Ngcamu – TIKZN CEO</b>		
o Welcoming Address: Ray Nkonyeni Mayor		09h00 – 09h15
o Purpose of the Event & Introduction of the Guest Speaker: District Mayor		09h15 – 09h30
o Keynote Address: MEC Economic Development, Tourism & Environmental Affairs		09h30 – 10h00
o Ribbon Cutting & Unveiling the Plaque		10h00-10h15
o Vote of Thanks: Head of Department: EDTEA		10h15-10h30
o Refreshments		10h30-11h30
<b>Session 3: Business Session - One Stop Shop Services</b>		
<b>Facilitator &amp; Panel Discussion: Mr. Ndumiso Mlambo</b>		
o KZN OSS – Service Offerings		11h30-11h45
o Tourism Grading Council		11h45-12h00
o Ithala Business Loans		12h00-12h15
o South Coast Tourism & Investment Enterprise		12h15-12h00
o Questions & Answers		12h00-12h45
o Wrapping Up		12h45-13h00
Lunch and Networking		13h00-13h30