



NOTICE NUMBER: SCTIE MINI 09 2024

1. BACKGROUND

South Coast Tourism & Investment Enterprise (RF) SOC (SCTIE) is a municipal entity, wholly controlled by Ugu District Municipality. As a State-Owned Entity SCTIE is regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

2. SCTIE MANDATE

SCTIE is mandated to drive the economy of Ugu District through positioning it as a tourism and investment destination. As the official economic development arm of Ugu District, the responsibility of SCTIE is to 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.

3. MISSION STATEMENT

SCTIE aims to develop and promote an inclusive and sustainable economy that is beneficial to all citizens within Ugu district municipal areas.

4. SPECIFICATION

South Coast Tourism and Investment Enterprise (SCTIE) wishes to appoint a reputable service provider that will give an insights into corporate governance as well as the rolls and responsibilities of Directors. SCTIE consist of five (5) Directors , (five) 5 Ex-Officia and a Board Secretary.

The following outlines the type of topics that we would like covered. Please ensure that you consider these, along with anything additional that you consider relevant.

a. Corporate Governance

- i. Difference between shareholders & directors
- ii. Value of Corporate Governance
- iii. Principals of corporate governance
- iv. Linkages between corporate governance, strategy and risk.

b. Boards and Directors

- i. Purposes and tasks of directors.
- ii. Duties, legal status, and potential liabilities of directors
- iii. Board constitution and composition.
- iv. Difference between directing and managing.
- v. Role of the Chairman.
- vi. Board committees.
- vii. Understanding the Boards mandate.
- viii. Role of the Company Secretary.
- ix. Having effective meetings.
- x. Working together as an effective team.
- xi. How does management support the Board.

5. PRICE

The service provider should indicate the monthly rate and call out fee. The rate should indicate if it is VAT inclusive for VAT vendors.

6. EVALUATION CRITERIA

All quotations will be evaluated for functionality and 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:

Functionality	Weight
References	50
5 references and above	50 points
4 references	40 points
3 references	30 points
1-2 references	20 points
Methodology: Experience Personnel	40
Core Business/Company (Directors Development)	10

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

	Categories	20 points
	Specific Goals	
1	Promotion of local business	10
	Business located within Ugu-Rural	10
	Business located within Ugu- Urban	7
	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 MINI 09 2023** and must be sent to or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **29 February 2024 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.

All queries in respect of the above should be addressed to Lihle on 039-682 7944 or lihle@sctie.co.za.

VALIDITY PERIOD

Prices must be valid for a minimum of 60 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.

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>

COMPANY FULL NAME

AUTHORISED SIGNATURE FULL NAME & 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:		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]
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)?	<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	

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.....

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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:

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Address.....

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Telephone.....