



NOTICE NUMBER: SCTIE MINI 03 2025

Kindly furnish us with a written quotation for the supply of services as detailed below.

Stand Build for SCTIE at Africa's Travel Indaba 2025

BACKGROUND

South Coast Tourism and Investment Enterprise (SCTIE) wishes to appoint a reputable service provider that will be responsible for the above mentioned subject.

PRICE

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

SPECIFICATION

Event Details:

- Exhibition: Africa's Travel Indaba 2025
- Dates: 12-15 May 2025
- Venue: Durban Exhibition Centre
- Stand Size: 36 square metres
- Scope of Work: Full set-up, branding, furnishing, electrical installation and dismantling of the stand

Background on Africa's Travel Indaba:

Africa's Travel Indaba is one of the continent's premier tourism marketing events, showcasing African destinations to global buyers and media. The event facilitates networking and business development opportunities for tourism products, government agencies, and private sector stakeholders.

Background on South Coast Tourism & Investment Enterprise (SCTIE):

SCTIE is the official destination marketing and investment promotion agency for the KZN South Coast. It promotes the region's tourism attractions, from beaches and adventure tourism to cultural heritage and MICE (Meetings, Incentives, Conferences, and Exhibitions). SCTIE also facilitates investment opportunities to drive economic growth and job creation in the Ugu District Municipality.

Stand Requirements:

1. Overall Stand Layout & Design
 - Open, welcoming design to maximize engagement
 - Professional, modern finish with premium materials
 - Clearly defined spaces for product exhibitors, information desk and engagement areas
 - SCTIE will provide all required imagery for branding and stand design
2. Product Representation Area (x3)
 - Three individual product desks, each including:

- Branding space (front and/or back)
 - Plug point for electronic devices
 - Four chairs per desk
 - Storage space for brochures
3. SCTIE Information Desk
- Positioned at the front or entrance of the stand
 - Includes a branding panel for SCTIE
 - Counter space for brochures and business cards
 - Plug point for electronic devices
 - Behind the information desk, a large screen TV must be mounted to continuously play SCTIE's destination video
4. Coffee Station by Beaver Creek Coffee
- Dedicated space for coffee preparation and serving
 - Counter space for coffee machine and supplies
 - Small storage section for coffee supplies
 - Plug point for coffee equipment
 - A mini fridge is required for milk and other beverage
5. Lounge Area
- Comfortable seating (e.g., couches or lounge chairs)
 - Low coffee table for networking discussions
 - Decorative elements to enhance ambiance
6. Storage Section
- Secure, enclosed storage area
 - Shelving for marketing materials and staff belongings
 - Lockable door for security
7. Electrical & Lighting
- Power distribution to all key areas (desks, coffee station, storage, TV screen)
 - Spotlights or ambient lighting to enhance visibility and branding
8. Branding & Signage
- High-quality printed branding for SCTIE and three hosted products
 - Overhead signage (if permitted) for high visibility
 - Branded panels for SCTIE information desk and coffee station
 - SCTIE will provide all required imagery for branding and stand design
9. Flooring
- Durable, high-quality flooring (e.g., carpet, vinyl or laminate)

Additional Responsibilities:

- Full Set-Up and Dismantling: The service provider must handle the complete setup before the event and dismantling after the event.
- Adherence to Exhibition Regulations: Ensure the stand complies with Africa's Travel Indaba requirements.
- On-Site Support: Availability for final adjustments during setup.

Quote Requirements:

Please provide a comprehensive quote covering:

- Stand design and concept development
- Materials and construction
- TV screen rental and installation
- Mini fridge rental or purchase
- Transportation and logistics
- Installation and dismantling
- Any additional costs (e.g., permits, labour, taxes)

Deadline for submission:

EVALUATION CRITERIA

All quotations will be evaluated on B-BBEE 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 (Submit Proof)	
1	Promotion of local business	10
	Business located within Ugu 10	
	Business located within the KZN Province 5	
2	Ownership Categories	5
	BBBEE level 1 5	
	BBBEE level 2 4	
	BBBEE level 3 and above 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 03 2025** and must be sent to or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **31 March 2025 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 7944 or 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.

VALIDITY PERIOD

Prices must be valid for a minimum of 60 days from the closing of the quotation.

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.

COMPANY STAMP
COMPANY STAMP

COMPANY FULL NAME

AUTHORISED SIGNATURE FULL NAME &
SIGNATURE

PRICE SCHEDULE

ITEM NO	DESCRIPTION	PRICE
1	Stand design and concept development	
2	Materials and construction	
3	TV screen rental and installation	
4	Mini fridge rental or purchase	
5	Transportation and logistics	
6	Installation and dismantling	
7	Any additional costs (e.g., permits, labour, taxes)	
SUB TOTAL		
VAT		
GRAND TOTAL		

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	
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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.....

