



South Coast Tourism & Investment Enterprise SOC (RF)
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NOTICE NUMBER: SCTIE MINI 06 / 2026

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

REQUEST FOR A PROPOSAL (RFP) SUPPLYING A LEGAL OPINION ALONG WITH JOB GRADING SYSTEM AND A BENCHMARKING EXERCISE FOR SOUTH COAST TOURISM & INVESTMENT ENTERPRISE.

BACKGROUND

On 1 July 2022, two municipal entities (Ugu South Coast Development Agency and, Ugu South Coast Tourism), owned by a single parent municipality, were merged for the formation of South Coast Tourism & Investment Enterprise (SOC) RF.

South Coast Tourism and Investment Enterprise (SCTIE), is a Special Purpose Vehicle (SPV) established in terms of Chapter 10 of the Local Government Municipal Finance Management Act, No 56 of 2003, by Ugu District Municipality, the Parent Municipality, on behalf of the family of Local Municipalities in the District. SCTIE serves as an investment arm for the Ugu District and was established to provide investment and tourism services to all municipalities within the Ugu family of municipalities.

Neither of the entities had undergone a job grading/ evaluation process and there was no alignment of salaries on any level, between the entities or that of the parent municipality.

SCOPE OF WORK

Whilst the Human Resource is a wide-ranging activity in any organisation, for the immediate future, SCTIE has identified three priority areas which require attention.

- 1. Legal opinion in terms of the alignment of the entity Job Grading System to that of the Ugu District Municipality (parent municipality) to be applicable through the organization.**

SCTIE is mandate is to drive the economy of the region, through positioning it as a tourism and investment destination.

As the official economic arm, SCTIE will proactively identify and unlock the full tourism, trade and investment potential and to transform the economy of the District.

- 2. Job Grading System to be applied throughout the organization**

As part of streamlining our remuneration regime, the necessity for a transparent grading system is paramount to ensure that there is reasonable certainty in the remuneration system of the organization. This will ensure that employees are remunerated according to universally accepted remuneration weighting criteria: seniority of position, level of decision making, risk associated with decision making etc. the industry benchmarking is essential as part of the job grading system.

3. Salary Benchmarking Exercise

As SCTIE is owned by the District Municipality, a benchmarking exercise with other entities similarly owned by a District Municipality is required. This is purely based on their Budget size, Annual Performance Plan (APP), organogram and strict mandates which are similar to SCTIE. SCTIE would recommend: uMgungundlovu Economic Development Agency (UMEDA) and Umhlosinga Development Agency.

The estimated duration of this project is three (3) weeks after appointment. The service provider should indicate exact timeframe and costs to furnish each deliverable to be rendered to the entity.

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.

Quotations will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following:

| | Evaluation Criteria | Weight |
|----|---|--|
| 1. | <p>Experience, knowledge and expertise including track records of undertaking work of a similar nature.</p> <p>The bidder must submit a comprehensive company profile.</p> <ul style="list-style-type: none"> • 3 years up to 5 years • 5 years up to 7 years • More than 7 years | <p>30</p> <p>15</p> <p>20</p> <p>30</p> |
| 2. | <p>Methodology and approach</p> <p>The approach and methodology must respond to the proposed objectives or requirements.</p> <ul style="list-style-type: none"> • The proposal is poor or is unlikely to satisfy the project objectives or requirements. • The proposal is specifically tailored to address all scope of work objectives and requirements. • The proposal details ways to improve the project outcome and the quality of the outputs. The proposal has a value added services that are relevant to the project. | <p>30</p> <p>10</p> <p>20</p> <p>30</p> |
| 3 | <p>References</p> <p>The bidder is required to supply contactable client references where its services can be verified. References should be on an official letterhead from clients where similar services have been provided and should not be older than five (5) years. References in the form of :</p> <ol style="list-style-type: none"> i. An Appointment Letter ii. Company referral letter and or Completion Certificate (All certified copies not older than 3 months) | <p>20</p> |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> Reference confirmation with only 1 element of the scope of work been undertaken Reference confirmation of having dealt with 2 elements of the scope of work been undertaken Reference confirmation of have dealt with all 3 elements of the scope of work been undertaken | <p>10</p> <p>15</p> <p>20</p> |
| 4 | <p>Company resources to deliver the project</p> <p>The Project Team consist of the following:</p> <ul style="list-style-type: none"> Team Leader be an admitted Attorney, and the HR professional have a HR degree. Should the project team have limited levels of experience (less than 3 years) based on their CV / profiles and certificates Team Leader be an admitted Attorney, and the HR professional have a HR degree. Should the project team have solid level of experience (between 3 – 5 years) based on their CV / profiles and certificates Team Leader be an admitted Attorney, and the HR professional have a HR degree. Proposed project team have extensive levels of experience (more than 5 years) based on their CV / profiles and certificates | <p>20</p> <p>10</p> <p>15</p> <p>20</p> |
| | Supplier must achieve a minimum of 70% to be considered for the next evaluation stage | 100 |

SECONDARY EVALUATION CRITERIA

This will only be applied to those bidders who have achieved the required minimum of 70% above:

The final phase of quotations will be evaluated on B-BBEE 80/20 Specific Goals. Based on the results of the evaluation process, SCTIE will approve the preferred service provider.

| | Description | No. of points |
|----------|--|---------------|
| 1 | Price | 80 |
| | | |
| 2 | Specific Goals (Submit Proof) | 20 |
| 2.1 | Promotion of local business | 10 |
| | Business located within Ugu 10 | |
| | Business located within the KZN Province 5 | |
| 2.2 | Ownership Categories | 5 |
| | BBBEE level 1 5 | |
| | BBBEE level 2 4 | |
| | BBBEE level 3 and below 3 | |
| 2.3 | 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 06 2026** and must be sent to or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **12 September 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](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 STAMP</p> <p>COMPANY STAMP</p> | <p>COMPANY FULL NAME</p> <p>AUTHORISED SIGNATURE FULL NAME & SIGNATURE</p> |
|---|--|

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

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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

| | | |
|--|----------------------------------|--------------------|
| SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE | Supplier Application Form | Date: |
| | | Page 3 of 3 |

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.....