



## **NOTICE NUMBER: SCTIE MINI 10 2026**

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

**MEDIA MONITORING SERVICES** for South Coast Tourism & Investment Enterprise (SCTIE)  
Contract Period: **12 Months**

- SCTIE Tourism Marketing (1<sup>st</sup> Quote): 1 Jan 26 - 31 Dec 26
- SCTIE Investment Marketing (2<sup>nd</sup> Quote): 1 Jan 26 - 31 Dec 26

### **1. BACKGROUND**

South Coast Tourism & Investment Enterprise (SCTIE) is the official destination and investment promotion agency for the KZN South Coast. To support its marketing, communications, tourism promotion and investment attraction efforts, SCTIE requires comprehensive media monitoring services to track its visibility, measure reputation and support effective response to media coverage. SCTIE has historically utilised full-spectrum media monitoring services and now seeks quotations from qualified providers for a new 12-month period.

### **2. 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.

### **3. SCOPE OF WORK**

The service provider must deliver the following:

#### **3.1 Daily Media Monitoring**

3.1.1. Track mentions / keywords: **see annexures** of keywords to be tracked linked to -

- SCTIE
- KZN South Coast tourism and investment
- Key attractions, stakeholders and partners

3.1.2. Monitor:

- Print media
- Online publications
- Radio and TV broadcasts

#### **3.2. Daily Alerts**

- Daily email summarising all coverage

#### **3.3. Information available relating to:**

- All coverage received
- AVE (Advertising Value Equivalent)

#### **3.4. Digital Archiving**

- Secure online archive of all clips and report
- Access for SCTIE Communications & Marketing teams

### **4. CONTRACT PERIOD**

- The appointed provider will render services for 12 months from date of appointment.

### **5. MINIMUM REQUIREMENTS**

#### **Bidders must submit:**

- Company profile which would show media monitoring experience
- At least one sample of how coverage will be received

- Valid Tax Clearance Certificate / PIN
- CSD registration summary
- B-BBEE Certificate or affidavit
- Pricing schedule with a clear breakdown for:
  - Daily alerts
  - Monthly reports
  - Any additional service costs

## 7. EVALUATION CRITERIA

### Functionality Score – Criteria

- This quotation is based on functionality, price and preference. Therefore, bidders must ensure all evidence is supplied.
- 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
	<b>Specific Goals (Submit Proof)</b>	
1	<b>Promotion of local business</b>	<b>10</b>
	Business located within Ugu 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.

## 8. PRICE SCHEDULE

	INDICATE IF APPLICABLE				
	Daily alerts	Monthly reports/ AVE consolidated	Any additional service costs	MONTHLY	PRICE FOR 12 MONTHS
<b>TOURISM</b>					
<b>INVESTMENT</b>					
<b>TOTAL</b>	<b>SUB</b>				
<b>VAT</b>					
	<b>GRAND TOTAL</b>				

Quotations must be marked: **SCTIE MINI 10 2026** and must be sent to or delivered to **16 Bisset Street**, Port Shepstone, 4240 by no later than **12 DECEMBER 2025 at 10H00**.

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](mailto: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 90 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.

COMPANY STAMP
COMPANY STAMP

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AUTHORISED SIGNATURE FULL NAME &  
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:	
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	

**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: .....

<b>SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE</b>	<b>Supplier Application Form</b>	<b>Date:</b>
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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

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.....

## **ANNEXURE : KEYWORDS**

### **SCTIE Tourism-Keywords:**

1. Blue Flag Beaches/Diving/Fishing
2. #KZNSouthCoast
3. KwaZulu\_Natal South Coast
4. KZN South Coast
5. Vusumuzi Sibiya
6. SCTIE
7. South Coast of KwaZulu\_Natal
8. KZN South Coast
9. South Coast Tourism
10. South Coast Tourism and Investment Enterprise
11. visit [www.visitkznsouthcoast.co.za](http://www.visitkznsouthcoast.co.za)
12. Adventure
13. Dezzi Raceway
14. Port Shepstone
15. Film
16. MICE
17. Agri-tourism
18. Culture & Heritage
19. Nature & Outdoor
20. Hinterland
- 21.

### **SCTIE Investment-Keywords**

1. Investment KZN South Coast
2. SCTIE
3. South Coast Tourism and Investment Enterprise
4. KZN South Coast
5. Port Shepstone
6. Agribusiness/Agriculture
7. Property Development/Real Estate
8. Manufacturing
9. Maritime/Oceans Economy
10. Logistics
11. KwaXolo Caves
12. Umzumbe River Trail
13. Blue Flag Beaches
14. Vusumuzi Sibiya
15. Film
16. Ugu One Stop Shop
17. Buy Local
18. #unlockmoreinvestment