



South Coast Tourism & Investment Enterprise SOC (RF)

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Bid Notice

BID REQUEST FOR PROPOSAL OF THE PROVISION OF OFFICE ACCOMMODATION FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A 12-MONTH PERIOD - WITH THE POSSIBILITY OF EXTENDING FOR A FURTHER 6 MONTHS.

Contract No.: SCTIE 4/2026

Bids are hereby invited from accredited service providers for the provision of office accommodation for South Coast Tourism and Investment Enterprise for a 12-month period with the possibility of extending for a further 6 months.

Bid documents are obtainable from South Coast Tourism and Investment Enterprise in Port Shepstone at No. 16 Bisset Street as from **Tuesday, 28 April 2026** at a NON-REFUNDABLE bid document fee of **R500.00** payable in cash at the SCM offices between 08h00 and 16h30 (Mon – Thur) & 08h00 and 16h00 (Fri) or deposited to SCTIE Bank Account. (No cheques will be accepted).

Bids need to comprise one master and 3 exact paper copies and need to be completed in accordance with the conditions indicated in the bid document, must be bound, sealed and marked with the relevant contract number and deposited in the official tender box at the reception of **South Coast Tourism & Investment Enterprise 16 Bisset Street, Port Shepstone, not later than 10h00 on Friday 29 May 2026**, at which time bids will be opened in public. Bids submitted must be valid for a period of **90 days**.

A briefing session will be held virtually via MS team on **(Thursday) 7 May 2026** at 10:00.

For the briefing link to be sent to you, please contact Ms Lihle Ncane on details below, alternatively, the briefing link will be available on the SCTIE website from the Monday the 4 May 2026 from 10:00.

All bid enquiries are to be directed to **Ms Lihle Ncane SCM Officer**, during office hours on (039) 682 7944 or emailed to lihle@sctie.co.za. Cut-off date for enquiries will be on the Friday the 15 May 2026 @ 12:00.

Conditions: Failure to provide the following documents completed and up to date documents and certified where applicable will lead to automatic disqualification

- Bidders must be registered on the **Central Supplier Database (CSD)** and proof of registration must be submitted.
- Valid **SARS Tax Compliance Status (TCS PIN)** must be submitted.
- All **MBD Forms** must be completed.
- A valid and original copy of a B-BBEE Certificate must be submitted.
- Proof of **CIPC registration** certificate.
- Current **Municipal Rates Clearance Certificate** or valid lease (not older than 3 months).
- Directors of companies or service providers who are state employees are not allowed to bid.
- Bids submitted late will not be accepted.
- SCTIE will look at the most appropriate property aligned to its operation, compatible with its infrastructure requirements and feedback from reference checks, these will include site visit of properties and presentation by the landlords where necessary.
- The unsuccessful bidders will be notified of the bid outcome through the SCTIE website.
- An aggrieved bidder will be allowed to lodge their grievance in writing within 14 days after the decision has been made. The objections can be forwarded to the office of the CEO via: objections@sctie.co.za.

The bid will be evaluated on Functionality, Price and Preference. Bidders that score less than 70% for functionality, will not be evaluated further.

Functionality Assessment Criteria is as follows:

Competence	Key Aspects	Weight	Points
1. Ownership			
Proof of ownership	Provide a copy of the title deed of the building or other proof of ownership. Also, attach the current municipal rates and taxes billing/statements for the offered building.	20	20
	No Information or insufficient information	0	
2. Building Compliance			
The SCTIE will look at the most appropriate property aligned to its operation, compatible with its infrastructure requirements and feedback from reference checks. These will include site visits of properties and presentations by the landlords, where necessary. The building will be evaluated on the following criteria:			
2.1. Building Location	The office accommodation offered must be within the specified jurisdiction, i.e., area extending from Margate to Port Shepstone (CBD)	10	30
	The office accommodation offered must be within reasonable walking distance from a public transportation route (1KM)	10	
	The office accommodation offered must be accessible to people living with disabilities - (Ramps, lifts if the offices are not on the ground floor.	10	
2.2. Building requirements	Office building with: a) air-conditioners, b) electrical plugs per office, c) minimum ablution facilities as per space norm, d) fire escape routes/emergency exits.	10	10
	Office building with: a) electrical plugs per office, b) minimum ablution facilities as per space norm, c) fire escape routes/emergency exits.	5	
	No Information or insufficient information	0	
2.3. Parking Space	A building with: a) minimum 15 required parking bays, b) secured and lockable parking for SCTIE employees (2 light vehicles). c) additional free open parking bays for SCTIE employees, visitors and clients	10	10
	FAILURE TO MEET ALL OF THE ABOVE MENTIONED ON POINT 2.3 WILL BE GIVEN A SCORE OF 5 POINTS	5	
	No information or insufficient information	0	
Building Documentation	Approved Building Plan	15	15
	Completion Certificate and Occupancy Certificate		
	Fire Protection and Evacuation Plan		
	Electrical Compliance Certificate		
	Pests Control Certificate		
	Maintenance Plan		
Failure to submit all of the above	0		
3. Building Conditions and Availability			
a)	premises must be within a safe and secure office environment, as deemed acceptable by the SCTIE in its sole and absolute discretion, which <i>inter alia</i> means that the property and the buildings (including the office offered to the SCTIE) comprising the bidder's proposal and that of neighboring properties must have an acceptable look, promote SCTIE's image and its business objectives. The premises must be made available for occupation by 1 December 2026 .	15	15
•	Excellence Building condition		
b)	Acceptable building condition (in terms of location, office environment, acceptable	10	

conditions and premises being available on the 1 December 2026)		
c) Fair conditions (in terms of location, office environment, acceptable conditions and premises being available on the 1 December 2026)	5	
Total Points for functionality		100
Only bids that score 70 points or more will be evaluated further		

SCTIE subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals (*See below table*), in terms of revised Preferential Procurement Regulation in effect from 16 January 2023 Gazette Notice No. 47452 dated 04 November 2022.

Points to be allocated as follows:

	Categories	Weight	80 20
1	Ownership	60%	10
2	Reconstruction & Development Programme	30%	5
3	Other Specific Goals-	10%	5
		100%	20
#	Specific Goal(s)	Weight	80 20 PP
	Ownership Categories :		
1	Broad Based Black Economic Empowerment:		
	1. BBBEE Level 1	100%	10
	2. BBBEE Level 2	80%	8
	3. BBBEE Level 3 to 8	40%	6
2	Promotion of Local Business(s)		
	1. Enterprise Located within the District Municipality - Rural	100%	5
	2. Enterprise Located within the District Municipality - Urban	75%	4
	3. Enterprise Located within the Province	25%	3
3	Other Specified Goals		
	1. Enterprise 100% owned by Youth/Women/Disabled/ Military Veterans	100%	5

SCTIE reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state

DR VUSUMUZI SIBIYA
CHIEF EXECUTIVE OFFICER
SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE