



NOTICE NUMBER: SCTIE MINI 01 2027

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

EXTENSION: IT SUPPORT SERVICES FOR THE PERIOD OF 12 MONTHS

BACKGROUND

South Coast Tourism and Investment Enterprise (SCTIE) wishes to appoint a reputable service provider that will be responsible for providing I.T Support Services.

PRICE

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

VALIDITY PERIOD

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

SPECIFICATION

DESCRIPTION

QUANTITY

Services are required at **South Coast Tourism and Investment Enterprise** located at number 16 Bisset Street, Port Shepstone.

Specification

- Adhoc monthly maintainance on computer/software.
- ravel cost (if applicable)
- Proffesional advise relating to the system/network/replacements as and when required
- Emergency call out as and when required.
- **Management of the microsoft office as an when required**

NB: Kindly provide hourly rate and travel cost per km

EVALUATION CRITERIA

All quotations will be evaluated for functionality and 80/20 Specific Goals. 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 of IT support (also provide proof IT support)	50
5 references 50 points	
4 references 40 points	
3 references 30 points	
1-2 references 20 points	
Methodology: experience, personnel CVs	40
Core IT Business/Company	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 (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 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 01 2027** and delivered to **16 Bisset Street**, Port Shepstone, 4240 or emailed to Lihle@sctie.co.za by no later than **28 August 2026 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.

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COMPANY STAMP COMPANY STAMP	COMPANY FULL NAME AUTHORISED SIGNATURE FULL NAME & SIGNATURE
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