



HARRY GWALA DEVELOPMENT AGENCY(PTY)LTD
2011/001221/07

Harry Gwala Farmers Market, Erf 2226
Portion 27 of the Farm Ellerton, IXOPO 3276
Website: www.hgda.co.za

INVITATION TO QUOTE

RE-ADVERTISEMENT

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROFILING, DESIGN AND PACKAGING OF PROMOTIONAL MATERIAL OF SMALL BUSINESSES (15 – MSME's) SUPPORTED BY THE HARRY GWALA DEVELOPMENT AGENCY

QUOTE NO: HGDA Q02-2025/26

Bids are hereby invited from suitably qualified service providers to quote for ***“APPOINTMENT OF A SERVICE PROVIDER FOR THE PROFILING, DESIGN AND PACKAGING OF PROMOTIONAL MATERIAL OF SMALL BUSINESSES (15 – MSME's) SUPPORTED BY THE HARRY GWALA DEVELOPMENT AGENCY”***. The Bid will be evaluated in terms of Functionality, Price and Preferential Specific goals.

AVAILABILITY OF DOCUMENTS

The Bid documents can be downloaded from the Harry Gwala Development Agency (Pty) Ltd website www.hgda.co.za at no cost.

Mandatory Returnable

Bidders must attach the mandatory returnable documents to be considered for this bid.

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of Vat (If VAT Vendor).
- Detailed quotation must be submitted on a separate page containing the letterhead of your business.
- MBD 1, MBD 3.1, MBD 4, MBD 6.1 (must be completed to claim points), MBD 8 and MBD 9 must be completed, signed and submitted together with your quotation.
- Copies of ID for Company Directors or Members.
- Copy of company registration
- CSD (Central Supplier Database)
- Valid certified copy of BBBEE certificate or sworn affidavit
- A certified copy of the most recent municipal accounts in which the business is registered. District municipality (water and Sanitation) and Local municipality (rates, refuse and other services) or letter from traditional authority stating that you are staying in rural areas you don't pay for rates or letter from landlord stating that rates are not on your account, but you are a tenant and you also running your company in his property.

Failing to provide the above information/documents may result in your bid being rejected or non-responsive.

NB: No quotations will be considered from persons in the service of the state or persons who owe rates, services, and taxes to any Municipality for a period longer than 90 days.

Evaluation Criteria Stage: The 80/20 preferential point system will be applied where 80 points will be allocated for price and 20 points for preferential specific goals as follows:

- Preferential Goal 1
- Preferential Goal 2

❖ 80/20 Preferential Point system in terms of the 2022 Preferential system will apply and points will be awarded based on the entity's specific goals that is on ownership and RDP goal.

PREFERENCE GOAL	80/20	Documents required for verification of points claimed by tenderer
GOAL 1 - Ownership – Maximum points	10	
Business who are at least 51% owned by black person	3	Detailed CSD report
Business owned less than 51% by black person	1	
Business who are at least 51% owned by black women	3	Detailed CSD report
Business owned less than 51% by black women	1	
Business who are at least 51% owned by black youth.	2	Detailed CSD report
Business owned less than 51% by black youth	1	
Business owned more than 51% by disabled person	2	Attach proof from a registered doctor/physician for a bidder to obtain full points
GOAL 2 – RDP – Maximum points	10	
Business falls under the SMME category – EME/QSE	3	Certified copy of BBBEE Certificate / Sworn Affidavit
Promotion of business located within Harry Gwala Development Agency	4	<ul style="list-style-type: none"> - CIPC Registration Certificate (Companies and Intellectual Property Commission) or - Municipal account which is not older than 90 days for the director. - Lease agreement and affidavit if you are leasing or - Affidavit if you are residing in rural area
Promotion of business located within KZN province.	3	<ul style="list-style-type: none"> - CIPC Registration Certificate (Companies and Intellectual Property Commission) or - Municipal account which is not older than 90 days for the director. - Lease agreement and affidavit if you are leasing or - Affidavit if you are residing in rural area
Promotion of business located in South Africa outside KZN Province	1	

Harry Gwala Development Agency (Pty) Ltd does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted.

The Agency further reserves the right not to do business with service providers who have previously failed in their commitment in the delivery of goods and services to the Agency.

The Agency further reserves the right to verify the financial capacity of prospective bidders to deliver as a means to circumvent delays in the delivery of goods post award.



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2011/001221/07**

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HARRY GWALA DEVELOPMENT AGENCY INVITATION TO QUOTE

The Harry Gwala Development Agency (Pty) Ltd hereby invites suitably qualified, experienced and reputable Service Providers for the below project. The Bid documents can be downloaded from the Harry Gwala Development Agency (Pty) Ltd website www.hgda.co.za.

BID NO.	PROJECT DESCRIPTION	COMPULSORY BRIEFING	CIDB GRADING	AVAILABILITY OF TENDER DOCUMENTS	CLOSING DATE	TECHNICAL ENQUIRIES
HGDA Q06-2025/26	Re-advertisement Appointment of a Service Provider for Pavement Services	Date: 20 January 2026 Time: 11h00 Venue: Harry Gwala Development Agency Boardroom	Grade 1 CE or higher	13 January 2026 on the HGDA Website	27 January 2026 @ 11H00	Manager: Corporate services Mr W Zwane Tel: 071 390 2328
HGDA Q09-2025/26	Appointment of a service provider for the provision of security services (Month to month not exceeding 3 months)	Date: 14 January 2026 Time: 11h00 Venue: Harry Gwala Development Agency Boardroom			20 January 2026 @ 11h00	
HGDA Q02-2025/26	Re-advertisement Appointment of a service provider for the profiling, design and packaging of promotional material of small businesses (15 – MSME's) supported by the Harry Gwala Development Agency				20 January 2026 @ 11h00	Manager: LED
HGDA Q07-2025/26	Supply and delivery of Promotional Material for the 2026 Harry Gwala District Marathon				20 January 2026 @ 11h00	Ms Z Mkulisi Tel: 082 308 6833
HGDA Q08-2025/26	Supply and delivery of science kits and calculators					

BID SUBMISSION

Sealed Bid Documents with the **Bid Number and description of the bid** endorsed on the envelope with the **bidders details** clearly indicated may be couriered at least 2 days before closing date to avoid late delivery or be hand delivered and must be deposited in the **TENDER BOX located at the Reception Area, Harry Gwala Development Agency, Farmers Market, Portion 27 of the Farm Ellerton, Erf 2226, Ixopo 3275**, not later than the aforementioned dates where after, bids will be opened in public. The scope of work and bid requirements is stipulated in the bid documents.

NB: THE EVALUATION CRITERIA FOR THE SECURITY SERVICES, PAVEMENT SERVICES AND PROFILING OF SMMES WILL BE DONE IN THE FOLLOWING STAGES:

First Stage: Functionality - Second Stage: Price and Specific Goals

PROMOTIONAL MATERIAL FOR THE 2026 HARRY GWALA DISTRICT MARATHON AND SCIENCE KITS AND CALCULATORS WILL BE DONE ON:

Price and Specific Goals

NB: LATE SERVICE PROVIDERS FOR THE BRIEFING SESSION WILL NOT BE ALLOWED IN THE VENUE AFTER 11H00

Each bidder must score the required minimum score for functionality to be considered for the second stage. The 80/20 Preferential Point system in terms of the 2022 Preferential system will apply and points will be awarded based on the entity's specific goals that is on ownership and RDP goals. (MBD 6.1 must be completed by the tenderer to claim points.) **Ownership = 10 points and RDP = 10 points. The detailed table for specific goals will be on the tender document. Harry Gwala Development Agency (Pty) Ltd does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted.**

Late, telegraphic, e-mailed or faxed bids will not be considered.
Tenderers that submit tenders by courier retain the responsibility of ensuring that tender documents submitted are placed in the tender box. This is not the responsibility of the Municipal Entity. Tenders are to adhere to the SCM Policy of Harry Gwala Development Agency.



MR Q MNGUNI

CHIEF EXECUTIVE OFFICER

Notice Number: 27-25/26



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INVITATION TO QUOTE
RE-ADVERTISEMENT
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROFILING, DESIGN AND PACKAGING
OF PROMOTIONAL MATERIAL OF SMALL BUSINESSES (15 – MSME's) SUPPORTED BY THE
HARRY GWALA DEVELOPMENT AGENCY
QUOTE NO: HGDA Q02-2025/26

NAME OF BIDDER:	
TELEPHONE/CELLPHONE NO:	
FAX NO:	
EMAIL ADDRESS	
ADDRESS:	
QUOTE SUM (ALL INCLUSIVE) (in words):	
QUOTE SUM (ALL INCLUSIVE) (numerical):	

1. INTRODUCTION

The Harry Gwala Development Agency (HGDA) is an entity of the Harry Gwala District Municipality established to drive the economic agenda of the district with focus on strategic economic initiatives or catalytic projects determined by the district and its family of municipalities. Additionally, it is mandated to facilitate investment attraction to improve both economic and investment context of the district by accelerating growth and competitiveness within different sectors of the economy. The Harry Gwala Municipality is amongst the districts incorporated in the Eastern Seaboard Development responsive to the broad Presidential pronouncement of an African Smart City aims at strengthening economic linkages between provinces through mutually beneficial development.

2. LOCATION

The Harry Gwala District is an inland municipality positioned in the southern western part of the KwaZulu Natal province. It includes the southernmost part of the uKhahlamba Drakensberg Heritage Site, adjacent to Lesotho and a gateway to Eastern Cape Province in the West. The Harry Gwala District Municipality has four local municipalities namely:

- Local Municipality located in the southern part of the district.
- Dr. Nkosazana Dlamini Zuma Local Municipality situated in the northern part of the district.
- Johannes Phumani Phungula (JPP) Municipality is in the eastern part of the district. uMzimkhulu
- Greater Kokstad Local Municipality is in the western part of the district.

3. PURPOSE AND BACKGROUND

This project aims to enhance the visibility and market potential of small businesses who received support through the HGDA Enterprise Development Fund Programme. Developing comprehensive promotional material will not only profile the businesses, but showcase their products and services effectively, thereby fostering growth and sustainability.

The Enterprise Development Fund (EDF) was launched to provide funding support to small businesses across priority sectors of the economy. The objective of the EDF is to support businesses which contribute to the creation and retention of jobs and provide evidence of sustainability focusing on priority sectors, building local partnership groups, align projects

with economic development opportunities in the area and to exploit local competitive advantage through providing equity funding for projects that could result in one or more of the following:

- Sustainable job creation (including self-employment),
- Poverty reduction specifically among historically disadvantaged individuals through the promotion of creativity, labour productivity, innovation and
- Adaptability to change.
- Generation of additional sources of income.
- Securing better quality of life in communities in the context of socio-economic development through improving local economic and social infrastructure.

The support is focused on investing in economic upliftment, with special emphasis/attention on creating or retaining jobs to achieve sustainable economic growth. Since its inception, the fund has been successfully disbursed and has benefited more than (50) businesses across the district

over the past three (3) consecutive years with a substantial number of new employment opportunities created (permanent and seasonal). Under the EDF, there is a special fund dedicated for special programmes such as Women in Business, Youth in Business, Persons with Disability which are designed to support historically disadvantaged individuals.

3.1. **Objective**

The main objective is to engage a service provider to design, profile, and package promotional materials (traditional and digital) that accurately represent and promote the supported small businesses.

4. **SCOPE OF THE PROJECT**

The service provider will be responsible for the following tasks:

4.1. **Business Profiling**

- 4.1.1. *Conduct interviews and garner information about each business, including their mission, vision, products/services, target market and unique selling points.*

- 4.1.2. *Develop comprehensive profiles that highlight the strengths and key attributes of each business as well as the support received from the Agency.*
- 4.1.3. *Evaluate impact and assess the broader long-term effects of the support initiative (determining the actual effectiveness and contribution of support intervention).*
- 4.1.4. *Design and Packaging of Promotional material (traditional and digital)*
- Create a professional promotional brochure (traditional and digital version), the digital version compatible for website and mobile accessibility.
 - Develop QR code (to be inserted on the brochure, with link to e-book version on the Harry Gwala Development Agency website), and PDF for emailing.
 - Ensure that the design is aligned with the branding of the small businesses while maintaining a cohesive look across all material.
 - Design promotional branding (banner) material for each business.
 - Develop engaging visual and written content that captures the essence of the businesses and appeals to potential customers.

4.2. Feedback and Revisions

- 4.1.1. Present initial drafts of promotional material to HGDA for feedback.
- 4.1.2. Incorporate feedback and make necessary revisions to finalize the material.

5. SPECIFICATION

i) DESIGN & LAYOUT OF A SINGLE BROCHURE

- Size: 200mm x 200mm
- Pages: 20 pages including cover pages
- Content & Copywriting: Research, update, and produce engaging content highlighting products, attractions, experiences, and a tourism directory. Accuracy is essential.
- Design: Full redesign of cover and internal layout. At least 2 design options are to be presented for approval before commencement.

- Photography: At least 30–40 professional, high-resolution images including aerial shots. All images will become the property of HGDA.

ii) PRINT VERSION

- **Size:** B5 225mm x 170mm /open size 225mm x 340mm
- **Cover:** 200gsm matt art, matt laminated with spot UV varnish.
- **Inside Pages:** 115gsm matt art, full colour gloss paper.
- **Number of pages:** Twenty (20) 20 pages including Harry Gwala District Map and the cover pages.
- **Finish:** Folded, collated, staple-bound, and trimmed.
- **Quantity:** 100 copies

iii) ELECTRONIC VERSION

- **Formats:** E-book (Windows & IOS compatible), PDF, web version.
- Must be delivered on USB and accessible via a link
- QR codes to be created and linked to the e-book/web version.
- Ensure compatibility with HGDA website: www.hgda.co.za.

iv) A SINGLE MASTER VIDEO- CLIP SPECIFICATION

The Service Provider is required to produce a short-minute high-quality professional video-clip not exceeding 10 minutes for cross platforms.

- i) **Duration:** Four (10 min maximum)
- ii) **Format:** MP4
- iii) **Codec:** the H.264 codec also known as MPEG-4 AVC (compatible with most devices and platforms including Facebook, Instagram, website, YouTube etc.
- iv) **Resolution:** 1920 x 1080 (Full HD)
- v) **Content Focus:** refer to page 4: 4.1

6. EXPECTED DELIVERABLES

- 6.1. Comprehensive profiles for each supported small business.
- 6.2. A promotional brochure with information tailored for each business, including both print and digital format).
- 6.3. Social media graphics and templates (capturing audience attention, convey a message and promote a brand or product).
- 6.4. A digital video- clip.
- 6.5. Design of business cards for each business (**Design Only**).
- 6.6. Design of a promotional branding (banner) for each business (**Design Only**).

6. QUALIFICATIONS OF THE SERVICE PROVIDER

The prospective service provider should demonstrate the following qualifications:

- 6.1. Proven experience in marketing, branding and graphic design, particularly in working with small businesses or similar sectors.
- 6.2. Strong writing and communication skills.
- 6.3. Project Management Skills
- 6.4. Ability to work collaboratively with small businesses to understand their needs and vision and challenges.
- 6.5. Portfolio showcasing previous work in promotional material design.

7. COMPULSORY REQUIREMENTS FOR THIS SERVICE

- 7.1. The successful service provider will be required to deliver all promotional products within twelve (12) weeks after appointment.
- 7.2. The final product must be completed and edited.
- 7.3. The images should feature people in action (involved in business operations).
- 7.4. The appointed service provider will be responsible for collation of information from the identified businesses.
- 7.5. Prepare / script write the foreword message by the designated person.
- 7.6. Prepare consent forms on behalf of the Harry Gwala Development Agency as required by the POPI Act, to profile and market tourism products.

8. PROPOSAL SUBMISSION GUIDELINES

Interested service providers should submit their proposals, including:

- 8.1. Company profile and relevant experience.
- 8.2. Proposed approach and methodology for project execution.
- 8.3. Examples of previous work related to promotional material design and previous work with MSME's.
- 8.4. Detailed project plan clearly set out milestones with timelines.

9. PROJECT BUDGETING

Develop a clear project budget plan outlining key milestones from design through to completion.

10. EVALUATION CRITERIA

Bidders will be evaluated on 2 stages:

Stage 1: Functionality Assessment

Stage 2: Financial Offer and Preference Points

Stage 1: Functionality assessment (100)

With regards to functionality the following criteria will be applicable and the maximum score of each criterion is indicated in the table below. A bidder that scores less than **70** points in respect of "functionality" will be regarded as submitted a non-responsive quote and will be disqualified and will be not evaluated for the price.

NO:	COMPETENCY	POINT ALLOCATION	MAXIMUM POINTS
1.	Signed Reference letters to support experience in producing promotional video clips. (Please include list of contactable references in the prescribed)	2 reference letters = 20 points 1 reference letter = 10 points 0 reference letters = 0 points	20

2.	Signed Reference letters to support experience in producing brochure or pamphlet.	2 reference letters = 20 points 1 reference letter = 10 points 0 reference letters = 0 points	20
3.	One sample of a portfolio demonstrating work previously done with Small business (MSMEs).	1 sample = 15 points 0 samples = 0 points	15
4.	One sample of video-clip previously done	1 sample = 15 points 0 samples = 0 points	15
5.	Detailed proposal with a clear methodology for project execution (Project execution plan with clearly set out milestones, budget and timelines)	Detailed proposal = 30 points Incomplete proposal = 15 points No proposal attached = 0 points	30
TOTAL			100

11. REPORTING AND ACCOUNTABILITY

The service provider will report to the Harry Gwala Development Agency (Pty) Ltd, office of the Chief Executive Officer or designated official.

12. PROJECT MANAGEMENT

The project will be managed by HGDA- Manager Local Economic Development and Tourism. To ensure effective Management of the project and given its requirements, quotations must be accompanied by a detailed work plan that specifies the:

12.1. Respective activities to be undertaken and clearly set out milestones.

12.2. Timeframe and budget allocated to each activity.

13. TIMEFRAME

The appointed Service Provider must submit the final product within twelve **(12 weeks)** weeks of appointment. The successful service provider will have to illustrate the capacity and ability to complete the assignment within the specified period.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DEVELOPMENT AGENCY

BID NUMBER:	HGDA Q02-2025/26	CLOSING DATE:	20/01/2026	CLOSING TIME:	11H00
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROFILING, DESIGN AND PACKAGING OF PROMOTIONAL MATERIAL OF SMALL BUSINESSES (15 – MSME's) SUPPORTED BY THE HARRY GWALA DEVELOPMENT AGENCY
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT (STREET ADDRESS

HARRY GWALA DEVELOPMENT AGENCY, RECEPTION AREA
 HARRY GWALA FARMERS MARKET, ERF 2226
 PORTION 27 OF THE FARM ELLERTON
 IXOPO
 3276

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE 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 EARN POINTS FOR PREFERENCE SPECIFIC GOALS]

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	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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		/WORKS OFFERED?	
TOTAL NUMBER OF ITEMS OFFERED		TOTAL PRICE	BID 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	Supply Chain Management	CONTACT PERSON	Ms Z Mkulisi
CONTACT PERSON	Ms N Malunga	TELEPHONE NUMBER	082 308 6833
TELEPHONE NUMBER	083 345 8249	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	led@hgda.co.za
E-MAIL ADDRESS	neliswa.malunga@hgda.co.za		

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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL 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 state¹.
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.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²)

3.4 Company Registration Number:

3.5 Tax Reference Number.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholder’s members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars.
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(Delete whichever is not applicable for this tender).

- The applicable preference point system for this tender is the 90/10 preference point system.
- The applicable preference point system for this tender is the 80/20 preference point system.
-
- Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Note: the bidder must complete the below table in order to claim points. No points will be awarded if not claimed or not completed by the bidder

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Documents required for verification
GOAL 1 - Ownership – Maximum points	10		
Business who are at least 51% owned by black person	3		Detailed CSD report
Business owned less than 51% by black person	1		Detailed CSD report
Business who are at least 51% owned by black women	3		Detailed CSD report
Business owned less than 51% by black women	1		Detailed CSD report
Business who are at least 51% owned by black youth.	2		Detailed CSD report
Business owned less than 51% by black youth	1		Detailed CSD report
Business owned more than 51% by disabled person	2		proof from a registered doctor/physician
GOAL 2 – RDP – Maximum points	10		
Business falls under the SMME category – EME or QSE	3		Certified copy of B-BEEE Certificate / Sworn Affidavit
Promotion of business located within Harry Gwala District	4		<ul style="list-style-type: none"> - CIPC Registration Certificate (Companies and Intellectual Property Commission) or - Municipal account which is not older than 90 days for the director.

			<ul style="list-style-type: none"> - Lease agreement and affidavit if you are leasing or - Affidavit if you are residing in rural area
Promotion of business located within KZN province.	3		<ul style="list-style-type: none"> - CIPC Registration Certificate (Companies and Intellectual Property Commission) or - Municipal account which is not older than 90 days for the director. - Lease agreement and affidavit if you are leasing or - Affidavit if you are residing in rural area
Promotion of business located in South Africa outside KZN Province	1		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME	
DATE:	
ADDRESS:	
.....	
.....	
.....	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. Take all reasonable steps to prevent such abuse;
 - b. Reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:
I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder