



**HARRY GWALA DEVELOPMENT AGENCY (HGDA) (Pty) Ltd**  
**2011/001221/07**

Harry Gwala Farmers Market, Erf 2226  
Portion 27 of the Farm Ellerton, IXOPO 3276  
Email: [ceo@hgda.co.za](mailto:ceo@hgda.co.za)  
Website: [www.hgda.co.za](http://www.hgda.co.za)

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**INVITATION TO BID**

The Harry Gwala Development Agency (Pty) Ltd hereby invites suitably qualified, experienced and reputable Service Providers for the supply and delivery of items responsive to the below projects. **The Bid documents can be downloaded from the Harry Gwala Development Agency (Pty) Ltd website [www.hgda.co.za](http://www.hgda.co.za) at no cost.**

BID NO.	PROJECT DESCRIPTION	COMPULSOR Y BRIEFING	AVAILABILITY OF TENDER DOCUMENTS	CLOSING DATE	TECHNICAL ENQUIRIES
HGDA Q008-2023/24	Design, Print, Supply and Delivery of Branding and Promotional Material	NONE	05/02/2024 Available on the HGDA Website	13 February 2024 @ 11h00	Person: Ms Z Mkulisi Tel: 082 308 6833
HGDA Q009-2023/24	Development of Destination Tourism Brochure (Printed and Digital)				Mrs S Mafongosi Tel: 072 838 4856

**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 date where after, bids will be opened in public. The scope of work and bid requirements is stipulated in the bid documents.

The 80/20 Preferential Point system in terms of the 2022 Preferential Procurement 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 to claim points)

The evaluation of bids will be done in two stages in the following manner:

- First Stage - Functionality different as per the bids
- Second Stage - Price and Preference Points

<b>PREFERENCE GOAL</b>	<b>80/20</b>	<b>Documents required for verification of points claimed by tenderer</b>
<b>GOAL 1 - Ownership – Maximum points</b>	<b>10</b>	
Business owned more than 50% by black person Business owned less than 50% by black person	3 1	ID copy of Director or CSD detailed report or CIPC Registration Certificate (Companies and Intellectual Property Commission)
Business owned more than 50% by black women Business owned less than 50% by black women	3 1	ID copy of Director or CSD detailed report or CIPC Registration Certificate (Companies and Intellectual Property Commission)
Business owned more than 50% by black youth. Business owned less than 50% by black youth	2 1	ID copy of Director or CSD detailed report or CIPC Registration Certificate (Companies and Intellectual Property Commission)
Business owned more than 50% by disabled person	2	Attach proof from a registered doctor/physician for a bidder to obtain full points
<b>GOAL 2 – RDP – Maximum points</b>	<b>10</b>	
Business falls under the SMME category – EME	3	Detailed CSD Report
Promotion of business located within Harry Gwala Development Agency	4	- Preferred address on detailed CSD Report - Municipal account 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. Promotion of business located in South Africa outside KZN Province	3 1	- Preferred address on detailed CSD Report - Municipal account 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

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.

***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.***

  
**MS A C R WHYTE**  
**CHIEF EXECUTIVE OFFICER**  
**Notice Number: 24- 23/24**