



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](http://www.hgda.co.za)

## INVITATION TO QUOTE

### PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO AND BROCHURE) FOR THE HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD

QUOTE NO: HGDA-0015-2022/2024

## **RE-ADVERTISEMENT**

### **REQUEST FOR QUOTATION**

Bids are hereby invited from suitably qualified service providers to quote for “**DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**”. 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](http://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.
- The quote must be submitted on a separate page containing the letterhead of your business.
- MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9 must be completed and submitted together with your quotation.
- Valid Tax Clearance certificate and Tax compliant status with verification pin.
- Certified copy of B-BBEE certificate or Sworn Affidavit
- Central Supplier Database summary report
- Copy of Company Registration Document.
- Certified copies of ID for Company Directors or Members.
- A certified copy of the most recent municipal accounts in which the business is registered. District municipality (Water and Sanitation) and/or 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.

**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 goals.

<b>PREFERENCE GOAL</b>	<b>80/20</b>	<b>Documents required for verification</b>
<b>GOAL 1 - Ownership – Maximum points</b>	<b>10</b>	
Business owned more than 50% by black person	3	ID copy of Director/Owner/CSD/ BBB-EE Certificate
Business owned less than 50% by black person	1	
Business owned more than 50% by black women	3	ID copy of Director/Owner and CSD
Business owned less than 50% by black women	1	
Business owned more than 50% by black youth	2	ID copy of Director/Owner and CSD
Business owned less than 50% by black youth	1	
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 and QME	3	Detailed CSD Report
Promotion of business located within Harry Gwala District Municipality	4	- Detailed CSD Report - Municipal account not older than 90 days - Lease agreement and affidavit if you are leasing - Affidavit if you residing in rural area
Promotion of business located within KZN province	3	- Detailed CSD Report - Municipal account not older than 90 days - Lease agreement and affidavit if you are leasing - Affidavit if you 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.***

**CLOSING DATE: 03 MAY 2023**

Bid documents must be submitted in a sealed envelope clearly marked “**PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**” and closing date, can be dropped off in the **TENDER BOX** at **Harry Gwala Development Agency Offices, Farmers Market, Erf 2226 Portion 27, Ellerton Farm, Ixopo, 3276** by no later than **03 MAY 2023 before 12h00.**

Late or faxed bids will not be accepted and the Harry Gwala Development Agency reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

Technical Enquiries: Mrs S Mafongosi (0661161701 or email: (siphokazi.mbal@hdga.co.za),  
Supply Chain Management enquiries: SCM Practitioner: Ms N Malunga (073 053 7034 or email:  
neliswa.malunga@hgda.co.za)



**MS A.C.R. WHYTE**  
**CHIEF EXECUTIVE OFFICER**  
**NOTICE NO: 32-22/23**



**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](http://www.hgda.co.za)

**INVITATION TO QUOTE**  
**PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO & BROCHURE) FOR**  
**HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**  
**QUOTE NO: HGDA-0011-2022/2024**

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

## **1. INTRODUCTION**

The Harry Gwala Development Agency is an entity of the Harry Gwala District Municipality established to serve as a special purpose vehicle to augment economic growth of the District, thereby realising the developmental path of the District in the Provincial, National and broader context.

The Agency has thus been tasked with the development, alignment and implementation of strategic economic initiatives/ catalytic projects determined by the District and its family of local municipalities. It is also charged with the responsibility to promote, profile and market the tourism and investment opportunities with the view to increase visitor numbers and investment landscape. Additionally, in June 2022, Minister Thoko Didiza, in terms of Section 18 of the Spatial Planning and Land Use Management Act, 16 of 2013 made a determination of the Eastern Seaboard Development which incorporates Harry Gwala District Municipality. 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.

One of the strategic initiatives endorsed by the District is the establishment of the Provincial Tourism Corridor starting from UMgungundlovu District in Howick (where Mandela was incarcerated through to OR Tambo District in Qunu (Mandela place of birth). The tourism corridor will highlight various tourism niche products like, liberation heritage, mission tourism and so forth as well as the effect tourism has on social, cultural, political and economic values.

## **2. PURPOSE AND OBJECTIVE**

To procure the services of a suitable service provider to develop destination marketing material (video clip and brochure with detailed information of locality, opportunities and economic sectors). The material will be used for investment purposes across all economic sectors including events and destination marketing as a:

- Marketing tool to create exposure at trade shows, trade workshops and media engagements.
- Marketing tool to promote the districts investment offerings across economic sectors prevalent in the district as a means to attract investment and showcase the Districts offering.
- Visual tool to promote the destination through social media platforms such as YouTube, Instagram, Facebook, LinkedIn.

## **3. REQUIRED PRODUCT**

- 1 X 3-minute high resolution destination video
- 1 X 1-minute high resolution promotional destination video – for social media purposes
- The appointed supplier will be required to submit the voice over script to be approved by HGDA and supply all raw footage.
- High resolution images captured for the destination video presented as a soft copy together with GPS coordinates (spatially referenced) as well as offerings (e.g. Bed and Breakfast, wi-fi, birding, hiking, etc)
- 200 X 8GB USB Pen with Pointer (2 in 1) uploaded with the content of a 3 - minute high resolution destination video and brochure. The USB must be branded with the HGDA logo.
- 200 page high gloss brochure of the products packaged – A5 – Full colour – layout etc will be discussed with the appointed service provider

#### **4. COMPULSORY REQUIREMENTS FOR THIS SERVICE**

The successful service provider will be required to complete and deliver the items listed in (3 above) within 3 weeks after appointment

- The final product must be completed and edited.
- There should be a voice over, background music that corresponds with the destination and sub-titles.
- The video should feature people in action doing activities
- The successful service provider should ensure that all videographer equipment such as a drone is available to capture ariel and inaccessible content
- Allow HGDA to provide input/proof viewing at least 2 x times before the product is finalised
- The video should cover destination, marketing and investment opportunities from within the Harry Gwala District – the information will not be limited to tourism attractions but extend to areas of investment, things to do, places to see as well as industry offerings across the entire value chain (e.g. wine production, truffle mushrooms grown in the District and exported, etc)
- Prepare / script write the welcoming message by His Worship the Mayor titled “Welcome to a District Reimagined”
- Prepare consents forms on behalf of the Harry Gwala Development Agency as required by the POPI Act, to profile and market tourism investment products
- Brochure must depict offerings

#### **5. REQUIREMENTS FOR EVALUATION OF QUOTES**

The following evidence will be required for evaluation:

- Samples of high resolution videos previously produced, three samples will be required per video length required or similar. Please note that videos/brochures submitted for scrutiny must be responsive to these terms of reference (i.e. product, economic sector offerings)
- Three reference letters to support your experience in videography and photography, having produced high quality and professional videos and brochures responsive to investment, destination marketing.

## Evaluation Criteria

No:	Competency	Point Allocation	Maximum Points
1.	Appointment and Reference letters to support experience in producing promotional video clip and brochure  (Please include list of contactable references in the prescribed )	0 – appointment and reference letter = 0 1 – appointment and reference letter = 10 2 – appointment and reference letter = 20 3 – appointment and reference letter = 30 4 – appointment and reference letter = 40	40
2.	Two samples of portfolios previously done	0 – samples = 0 1 – samples = 15 2 – samples = 30	30
3.	Three samples of promotional video clips previously done	0 – samples = 0 1 – samples = 15 2 – samples = 20 3 – samples = 30	30

## **6. LOCATION AND BACKGROUND**

The Harry Gwala District is an inland municipality positioned in the southern 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:**

- UMzimkhulu Local Municipality: in the southern part of the district.
- Dr. Nkosazana Dlamini Zuma Local Municipality: in the northern part of the district.
- Ubuhlebezwe Local Municipality: in the eastern part of the district.
- Greater Kokstad Local Municipality is located in the western part of the district

As an entity of the Harry Gwala Development Agency (HGDA) is to augment an aligned approach to advance long term development that is:

- **Polycentric:** nodal development across HGDM responsive to the Eastern Seaboard and catalytic projects
- **Resource Abundant:** natural resources (water, air, landscape, energy) inclusive of human resource development / skilled workforce
- **Investment:** GKM economic hub, investment potential, abundance of land – need to create different areas of growth in varied or specific economic sectors
- **Gateway:** Into KZN from Eastern Cape and into the Republic from the Kingdom of Lesotho
- **Transformative regional growth and development:** addressing spatial divide through cluster development with foci on rural development and integration

## **7. TOURISM NICHE PRODUCTS**

The Harry Gwala District is well endowed with natural resources and has a tremendous potential to fortify its tourism sector. The relatively unspoilt natural environment has high eco-tourism and adventure tourism potential. Activities such as horse riding, mountain biking, river rafting, abseiling and canoeing are available.

Hikers have a choice of gentle strolls to all morning hikes that will bring one to features such as San rock art sites, pristine berg pools and streams, caves, and hilltops with splendid views. Overnight trips take the ardent hiker deep into the mountains and even up the great escarpment onto the South Africa-Lesotho border.

The Sani2C, one of the South Africa's top multi stage mountain bike rides, starts from Underberg and goes through Harry Gwala District ending in Scottsburg. Other events such as the famous Sani Stagger endurance run and the Splashy Fen Musical Festival attracts thousands of people from around the country and abroad to the region.

### **7.1 Avi-tourism**

Avi Tourism forms the single largest group of eco-tourists globally, The Southern Drakensberg has two top national birding spots and seven important birding areas. Ntsikeni Nature Reserve is home to some rare bird species and has a Ramsar Convention Status.

Ntsikeni Nature Reserve including its 12000 ha wetland epitomises a raw, untamed, quiet and natural beauty. Within the Nature Reserve is the Ntsikeni Eco-Tourism Development Enterprise that operates two lodges, May and Ntsikeni. The lodges each offer comfortable chalets, a large equipped conference facility and a dining area.

### **7.2 Mission tourism**

The Harry Gwala District is an important site for a complex of monasteries and missions that the Trappist monks created in the 19th century across the Province of KwaZulu-Natal at Marianhill, East Griqualand and the valleys of the Midlands which include Centocow, Kavalaer, Mariathal, Reichnau, Lourdes, Emmaus and the current Kings Grant. Historically these missions have always representing the cultural intersection between European monasticism and local black rural culture, and represent important heritage nodes of architecture, arts and cultural synthesis and diversity.

The missions constitute a unique cultural and heritage tourism asset in the Harry Gwala district, and provides an important opportunity for story telling in that, among the greatest historical narrative of KwaZulu Natal is the remarkable story of the silent order of German Trappist monks who came to share their particular vision of Christian life with the population of the KZN region more than a hundred years ago.

### **7.3 Cultural tourism**

Tourism in the area brings you face to face with the diverse cultures (Amakhosa, Amazulu, Amabhaca, Griquas) and charm of the people and have no doubt that your stay will leave you refreshed and longing for your return to the Harry Gwala District. As a District Municipality we are supporting and expanding tourism in our region with the hope that it will become even more exciting and magical.

### **7.4 Business tourism focus(MICE)**

The destination also benefits from increased business tourism activities (meetings, incentives, conferences) as a strategy to curb seasonality. The region lends itself to small and intimate

conferences and special events that can accommodate a maximum of 300 delegates seated cinema style in a conference, and up to 400 delegates for a banquet. The relaxing and beautiful scenery is conducive to productive interactions that can leave delegates refreshed and inspired.

As positive and dynamic business environments attract many business and MICE tourists; focus is also placed on positioning the region to the business tourism market. The aim is to ensure that we:

- Promote a perception of the Southern Drakensberg as a destination that is offering much more than just leisure and adventure tourism experiences
- Promote the Southern Drakensberg as a business destination offering world class tourism facilities – accommodation, conferencing, banqueting and restaurants

## **8. 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.

## **9. PROJECT MANAGEMENT**

The project will be managed by HGDA. To ensure effective Management off the project and given its requirements, quotations must be accompanied by a detailed work plan that specifies the:

- Respective activities to be undertaken together with clearly set out milestones.
- Timeframe and budget allocated to each activity.

## **10. TIMEFRAME**

The appointed Service Provider must submit the final product within three (3) weeks after appointment. The successful service provider will have to illustrate the capacity and ability to complete the assignment within the specified period.

## **STAGE 2: Price and Preferential Points**

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

- Preferential Goal 1
- Preferential Goal 2

Each bidder must score the required minimum score for functionality to be considered for the second stage. 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.

### **11. FEATURES REQUIRING SPECIAL ATTENTION**

All Annexure to these Terms of Reference that require completion by the bidder must be completed in full and returned with the bid. Failure to do so may disqualify the bid.

### **12. TERMS AND CONDITIONS OF THE PROPOSAL**

Appointment will be made in terms of the Harry Gwala Development Agency's Procurement Policy.

### **13. NON-APPOINTMENT**

The Harry Gwala Development Agency reserves the right not to make an appointment should it find that bidding parties do not meet the specified criteria.

### **14. COMPLETION**

Projects will not be paid for unless the required services have been correctly delivered.

### **15. COURTESY**

In dealings with the municipal entity internal structures, the bidder is required to deal with discussions and disputes with deliberate courtesy and understanding, in close liaison with the Harry Gwala Development Agency.

Prior to the commencement of works, the successful bidder shall arrange through the office of the Chief Executive Officer to be introduced to the appropriate Harry Gwala Development Agency structures and to be briefed upon any sensitivities that need to be observed.

### **16. GENERAL**

Tender offers will only be accepted on condition that:

- a) The tender offer is signed by a person authorized to sign on behalf of the Tenderer
- b) A Tenderer who submitted tenders as joint venture has included an acceptable Joint Venture Agreement with his tender.
- c) Valid BBBEE certificate or a sworn affidavit
- d) The Tenderer or any of its principals, directors or managers is not employed by the state or any municipality and municipal entity.
- e) Quotation/ proposal must be on a company letterhead
- f) Bids submitted are to hold good for a period of 90 (ninety) days and must be inclusive of VAT,

- g) The enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your Bid.
- h) NB: No Bid will be considered from persons in the service of the state**
- i) Proof of company registration
- j) A valid tax clearance certificate is included with this tender or tax compliance status with the pin.
- k) In case of a bidder owning a property, they must provide a municipal statement confirming status of municipal accounts not older than 3 months (Bidders must not be in arrears for more than 90 days)
- l) In case of a bidder leasing the property, they must attach a lease agreement & letter from landlord stating that rent is up to date. The letter must not be older than 3 months.
- m) In case of the bidder operating in an area that doesn't pay rates, they must attach a sworn affidavit stating that rates are not paid in that area. The affidavit must not be older than 3 months.
- n) If the bidder is staying with parents, spouse or any family relative in an area where rates are paid (an affidavit from the bidder or signed letter from the property owner stating that the bidder is not responsible for municipal accounts must be attached). Affidavit or letter must not be older than 3 months
- o) The Tenderer or any of its principles is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with public sector.
- p) The tenderer has not abused the Employers' Supply Chain Management System or has failed to perform on any previous contract and has been given a written notice to this effect; and
- q) The Employer is satisfied that the Tenderer or any of his principles has not influenced the tender offer and acceptance by the following criteria:
- Having offered, or promised or given a bribe or other gift remuneration to any person in connection with the obtaining or execution of this Contract.
  - Having acted in fraudulent or corrupt manner in obtaining or executing of this contract.
  - Having approached an officer or employee of the Employer or the Employers' Agent with the objective of influencing the award of a Contract in the Tenders' favour
  - Having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party; and
  - Having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender.

In the event of any of the above, the Harry Gwala Development Agency may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

- h) The Harry Gwala Development Agency's Supply Chain Management Policy shall apply;
- i) The Municipal Entity does not bind itself to accept the lowest or any Bid and reserves the right to accept the Bid as whole or in part, at the rates quoted

**FAILURE TO COMPLY WITH THE ABOVE CONDITIONS IN ALL RESPECTS WILL RESULT IN THE TENDER BEING DEEMED NON-RESPONSIVE. IF THE PRICE OFFERED IS NOT MARKET RELATED, THE HARRY GWALA DEVELOPMENT AGENCY MAY NOT AWARD THE CONTRACT TO THAT TENDERER AND MAY NEGOTIATE FOR MARKET RELATED PRICE WITH THE TENDERER, FAILING WHICH, NEGOTIATE WITH THE NEXT PREFERRED TENDERER OR TENDER MAY BE CANCELLED.**

**17. DOCUMENTATION**

The proposal document submitted must include all the information deemed necessary to evaluate your submission on the bases stipulated in this document. **The additional forms appended to this document must also be included in the submission.**

This document may be detached and re-bound to ensure neatness and to also avoid the risk of accidentally losing of loose sheets. In the process of doing that, please be careful not to lose any of the pages of this document because should that be the case, your proposal may be regarded as incomplete

**KEY PERSONNEL**

Bidder's shall enter in the table below information in respect of the key personnel who will be engaged on the project. Abbreviated Curriculum Vitae which specifically address the questions posed in the Point Scoring Check for Functionality, including the relevant certificates, to support the stated information must be included in the TENDER together with this form.

<b>Designation</b>	<b>Name</b>	<b>Qualification</b>	<b>Relevant Experience</b>	<b>Name of the Professional body &amp; Registration Number</b>

**RELEVANT EXPERIENCE**

The Bidder shall enter in the spaces provided below a list of relevant recent experience destination marketing material (Video & Brochure)

Employer (Name, Tel. No. or Fax No.)	Details of Project (Attach ref letters)	Value of Work (fees)	Year

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: HGDA-0015-2022/2024 CLOSING DATE: 03 MAY 2023 CLOSING TIME: 12H00

DESCRIPTION: **PROVISION OF DESTINATION MARKETING MATERIAL (VIDEO AND BROCHURE) FOR THE HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD**

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**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

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DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

**RECEPTION AREA,  
HARRY GWALA DEVELOPMENT AGENCY,  
FARMERS MARKET, PORTION 27 OF THE FARM ELLERTON, ERF 2226,  
IXOPO 3275**

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

STREET ADDRESS

.....

TELEPHONE

NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

.....

FACSIMILE

NUMBER

CODE.....

NUMBER.....

E-MAIL ADDRESS

.....

VAT REGISTRATION NUMBER

.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED?  
(MBD 2) YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE?

IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? YES/NO  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

.....

DATE

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED

.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality/Municipal Entity:** Harry Gwala Development Agency (Pty) Ltd

**Department:** Supply Chain Management

**Contact Person:** Miss N Malunga

**Tel:** 073 053 7034 / [neliswa.malunga@hgda.co.za](mailto:neliswa.malunga@hgda.co.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mrs S Mafongosi

**Tel:** 0661161701 / [siphokazi.mbalo@hdga.co.za](mailto:siphokazi.mbalo@hdga.co.za)

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES  
(INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT  
BE CONSIDERED**

DESCRIPTION	QUANTITY	AMOUNT
		
	<b>SUB-TOTAL</b>	
	<b>VAT (15%)</b>	
	<b>TOTAL</b>	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**CONDITIONS OF TENDER**

- Price(s) quoted must be valid for at least ninety (90) days from date of offer for evaluation purposes.
- Price(s) quoted must be firm and include VAT

- Tenderers original valid tax clearance certificate must be attached.
- Tender original or certified B-BBEE Certificate must be attached to the document
- Tender documents signed by a person who does not have authority to sign will be disqualified.
- Tenderers who did not complete the compulsory questionnaire, who abuse the employer's supply chain management system will not be conceded
- Non-collusion affidavit to be executed by bidder and submitted with the bid.

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>).....

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.  
.....  
.....  
.....

<sup>1</sup>MSCM 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.

<sup>2</sup> 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 director's trustees, managers, principle 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>



**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 **80/20** preference point system.

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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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.)*

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)
<b>GOAL 1 - Ownership – Maximum points</b>	<b>10</b>	
Business owned more than 50% by black person	3	
Business owned less than 50% by black person	1	
Business owned more than 50% by black women	3	
Business owned less than 50% by black women	1	
Business owned more than 50% by black youth	2	
Business owned less than 50% by black youth	1	
Business owned more than 50% by disabled person	2	
<b>GOAL 2 – RDP – Maximum points</b>	<b>10</b>	
Business falls under the SMME category – EME	3	
Promotion of business located within Harry Gwala District	4	
Promotion of business located within KZN province	3	
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:** .....

**MBD 8**

**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? (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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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**

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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 consortium<sup>3</sup> 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