Eastern Cape Provincial Arts and Culture Council (ECPACC)

BID NUMBER: ECPACC/091/2026 **CLOSING DATE: 04 DECEMBER 2026**

VALIDITY: 90 DAYS **CLOSING TIME: 12h00**

PROVISION OF COMPANY SECRETARIAT SERVICES FOR A PERIOD OF THITY-SIX MONTHS (36)

NAME OF BIDDER: _____

(Company/Closed Corporation)

USE BLACK INK ONLY TO COMPLETE THIS DOCUMENT

SCHEDULE OF TENDER DOCUMENTS

1. Notice to tenderers
2. Section A (Mandatory documents)
3. Communication and Contact Persons
4. Details of bidding Enterprise
5. Scope of work
6. Mandatory Stage
7. Functionality
8. Price and specific goals
9. Schedule of prices
10. **ATTACH SUPPLIER DECLARATION FORMS SBD 4, SBD 6.1, SBD 8 & SBD 9 (to be found of website)**

1. NOTICE TO TENDERERS

1.1 ECPACC seeks the services of a suitably qualified, professional, experienced, and accredited, competent service provider to render ***Company Secretarial Services*** to the **Council and Sub-Committees** for a period of three years***.*** These services are required to give administrative and legal support to the Council to ensure that it is effectively and professionally functioning.

1.2 During the tender evaluation, the mandatory requirements will be evaluated first, followed by functionality and its only bidders who scored and met the minimum required score for functionality that will be evaluated further to price and Specific Goals stage.

1.3 Bid documents can be obtained from the entity's website www.ecpacc.co.za

1.4 **ALL COMPLETED BID DOCUMENTS AS PER THE ABOVE REQUIREMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:**

Eastern Cape Provincial Arts and Culture Council,
3-33 Phillip Frame Road, Portion of Waverly Office Park
Chiselhurst
kuGompo

Bidders should ensure that bids are delivered and deposited into the Tender Box on time on or before 04 December 2026 @ 12h00pm. When sent by courier services, it must be deposited to the correct tender box and the Bid documents received anywhere else will not be accepted and thus treated as late submissions which will not be considered. Bids sent by courier services must be deposited in the tender box, if not, they will not be considered.

1.5. The evaluation of this bid will be done in four stages of evaluation as follows:

(1) Responsiveness Assessment,
(2) Functionality,
(3) Price & Specific Goals (80/20 principle)

1.6. NB: ECPACC is <u>NOT</u> obliged to accept the lowest price. ECPACC also reserves the right not to appoint a service provider in respect of this bid, where it deems necessary to do so.

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

NAME OF BIDDER……

POSTAL ADDRESS:……

……

STREET ADDRESS:……

……..

VAT REGISTRATION NO:……..…

NAME OF CONTACT PERSON:…….

TELEPHONE NUMBER: CODE …..... NUMBER……

CELLPHONE NUMBER:…….…….…….

FACSIMILE NUMBER…….…….

E-MAIL: ……

NAME OF PERSON AUTHORIZED TO SIGN THE BID DOCUMENTS:

……..……

TELEPHONE NUMBER: CODE …..NUMBER: ……

CELLPHONE NUMBER: ……

Email Adress: ……

2.1 DOCUMENTS TO BE FORWARDED WITH THIS BID

The documents, as indicated below, **must be attached to the final Bid Document.** These documents form part of the Mandatory stage of this bid. Documents requested for this stage are essential as non-compliance to the request to attach them will render your bid unacceptable and not fit for consideration.

2.2 QUALIFICATION/MANDATORY DOCUMENTATION:

- Prospective bidders are required to provide proof of registration with the Central Supplier Database
- Fully Completed and signed Standard Bidding Documents attached to the Bid (SBD 4, SBD 6.1, SBD 8 & SBD 9) FOUND ON THE WEBSITE **(PLEASE ATTACH TO THIS BID DOCUMENT)**
- Letter of Authority for Signatory/ Resolution
- Certified Copy of Business Registration documents (CIPC) and Certified ID Copies of directors

CONTACT PERSON_____

SIGNATURE: _____

CAPACITY: _____

PLACE: _____

DATE: _____

3 ANY ENQUIRIES REGARDING THE BIDDING DOCUMENTATION AND PROCEDURE MAY BE DIRECTED TO:

Department:	Supply Chain Management
Contact Person:	Ms Bongeka Mhlaba (Supply Chain Officer)
Tel:	043 743 6187
Cell No.	079 736 7880
Email:	bmhlaba@ecpacc.co.za

4 DETAIL OF BIDDING ENTERPRISE

Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.
***(N/A** to be stated if not applicable).*

Requirement				Response		
Registered name of company/enterprise						
CIPRO Registration number						
VAT registration number						
NHBRC registration number						
Official telephone number				( )		
E-mail Address						
Physical Address						
					Code	
Official Postal Address						
					Code	
Director / Member (1)	Full Names and Surname					
	Position in company/ enterprise					
	ID No.				Income Tax No.	
Director / Member (2)	Full Names and Surname					
	Position in company/ enterprise					
	ID No.				Income Tax No.	
Director / Member (3)	Full Names and Surname					
	Position in company/ enterprise					
	ID No.				Income Tax No.	

5 SCOPE OF WORK

5.1 BACKGROUND TO THE ASSIGNMENT

The Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3 Public Entity of the Department of Sport, Recreation, Arts and Culture (DSRAC). Its aims are to promote, support, develop, protect and preserve the arts; enhance public appreciation and participation in the arts and ensure the development of a broad, inclusive and identifiably Eastern Cape culture.

5.2 DETAILED SCOPE OF WORK

Overall Requirement:

ECPACC seeks the services of a suitably qualified, professional, experienced, and accredited, competent service provider to render ***Company Secretarial Services*** to the **Council and Sub-Committees** for a period of one year, renewable subject to performance***.*** These services are required to give administrative and legal support to the Council to ensure that it is effectively and professionally functioning.

The scope of work to be undertaken by the Service Provider will include the following:

- To be accountable to ECPACC for the fulfilment of its functions.
- To compile an archival record of all Council and Committee proceedings and submit a comprehensive record to Council on bi-annual basis. This should include the record of round robin correspondence, audio and/visual material and any other documents.
- To apprise the Council Members in terms of any laws relevant to or affecting public entities that ECPACC must comply with.
- Ensure that the Council and Council committee charters and terms of reference are developed and kept up to date.
- Ensure that the proceedings of the Council and committee meetings are properly recorded and that minutes of the meetings developed and circulated to Council Members in a timely manner after the approval of the Chairperson of the Council or relevant Council committee

- Compilation of council packs in preparation for all meetings,
- Prepare agenda before meeting proceedings,
- Ensure that Council resolutions are accurately recorded,
- Develop a resolution register and keep track of the implementation of resolutions through direct liaison with the CEO.
- Advise Council members about new industry developments and their legal implications for the council and the entity.
- Render any other statutory services as may be requested by Council members and the Chief Executive Officer.
- Meeting must be attended by maximum of two (2) people
- Preparation of meeting time 2 hours maximum per meeting
- Drafting of Minutes and reports 3 hours maximum per meeting

6. PREQUALIFICATION/ MANDATORY DOCUMENTS (STAGE 1)

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents. This Phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified:

- Proof of registration with the Central Supplier Database
- Letter of Authority of Signatory / Resolution
- Fully Completed and signed Standard Bidding Documents attached to the bid (as they appear on the entity website)
- Certified copy of Business Registration Document (CIPC) and certified ID Copies of Directors

7. FUNCTIONALITY EVALUATION (STAGE 2)

The proposals will be evaluated as follows:

	Sub-Criteria	**Weight**	**Value**	**Actual Score**
1.	A recognized Law degree/Secretarial/ Corporate Law qualification, Business Management degree or equivalent.	**20**	20= Post Graduate degree 15= Degree 10= Diploma	
2.	Registration of Key Staff member/s with a recognized professional body, the Institute of Chattered Secretaries and Administration (ICSA), Law Society of South Africa (LSSA), etc. Evidence must be provided)	**20**	20 = Relevant Certification 0 = No Certification	
3.	Company Secretary experience preferably with public entities	**30**	30 = More than five reference letters 20 = Between three and five reference letters 10 = Less than three reference letters	
4.	A detailed proposed Project Methodology (not more than five pages)	**30**	30 = Methodology fully covers all aspects as per the scope of work 20= Methodology partially covers the scope of work 0 = Methodology is significantly insufficient in all aspects	
Threshold		**70**		
Total		**100**		

NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and Specific Goals).

8. PRICING AND SPECIFIC GOALS (STAGE 3)

This RFQ will be evaluated in terms of the 80/20 preferential point system where 80 is for price and 20 for specific goals; the following specific goals will be considered.

Specific Goal	**Points**
Women owned enterprises (51% female owned) **(SUBMIT CERTIFIED COMPANY REGISTRATION DOCUMENTS AND ID COPIES OF DIRECTORS)**	6
Persons with disabilities **(SUBMIT SUMMARY OF CSD)**	2
Promotion of Youth **(SUBMIT ID COPIES OF DIRECTORS)**	2
Enterprises located in the Eastern Cape Province **(SUBMIT PROOF OF MUNICIPAL CLEARANCE/LEASE AGREEMENT)**	10
TOTAL	**20**

9. CONFIRMATION OF BID PRICE IN WORDS

Total Bid Price including VAT (Excluding Escalations):

R_____

Amount in words:

……

……

……

NAME OF THE BIDDER:

…….

……

SIGNATURE OF BIDDER:

……

DATE: ……

Offer to be valid for 90 days from the closing date of Bid

KINLDY COMPLETE AND ATTACH THE FOLLOWING SBD FORMS (FOUND ON THE WEBSITE)

SBD 4

SBD 6.1

SBD 8

SBD 9