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Beneficiary	Municipal Infrastructure Support Agent (MISA)
Project Name	Appointment of a service provider to render Integrated Communication, Marketing, Branding and Events Planning services for the Eastern Seaboard Development Programme for a period of 24 months
Bid No.	MISA/CESB/025/2026/27
Contact Person	Ms. Mandy Batyi
Closing Date	17 November 2026
Closing Time	11:00am
Briefing session (Compulsory) - Hybrid	Physical Address: 1303 Heuwel Avenue, Centurion, Riverside Office Park, Letaba House, First floor, Online in Microsoft Teams Join: https://teams.microsoft.com/meet/3185006206956902?p=ZI2gexqXFISV2Oy3Qb Meeting ID: 318 500 620 695 690 2 Passcode: WX2DJ6Rd Date and Time: 30 October 2026 at 10:00am
Bid/ Tender amount	R.....

1. INVITATION

The Municipal Infrastructure Support Agent (MISA) invites a suitable and professional Communication and Marketing service provider with the necessary experience to render Integrated Communications, Marketing, Branding and Events Planning services for its flagship project known as the Eastern Seaboard Development (ESD) Programme for a period of twenty-four (24) months.

2. BACKGROUND

- 2.1. The Eastern Seaboard Development is a flagship project facilitated through the District Development Model (DDM) which is an intergovernmental planning effort to encourage the integration of coordinated planning, budgeting, and implementation, and provides the opportunity to drive spatially referenced transformation through the integration of urban and rural development through the revitalization of rural areas.
- 2.2. The Region has been identified as a strategic area for targeted investment by the three spheres of government and extends from the southern coastline of the KwaZulu-Natal (KZN) and the northern part of the Eastern Cape (EC) Provinces and spanning four (4) Districts and seventeen (17) Local Municipalities. Figure 1 illustrates the ESD Region spatially.
- 2.3. The rationale for the Eastern Seaboard Development is to leverage the untapped development opportunities that exist in the Region to substantially improve the livelihoods of people by readdressing the spatial disparities and achieve socio-economic growth. In addition, there is a need for government to acutely focus its collective resources to address the underdevelopment and deprivation in the region, to promote the value proposition of the region's investment potential and employment opportunities that can be unearthed through the development of a region that adopts smart city principles in terms of equitable access, efficiency and opportunities for improved and sustainable livelihoods.

- 2.4. In June 2022, a Government Gazette was approved by the then Minister of the Department of Land Reform and Rural Development (DLRRD) formerly known as Department of Agriculture Land Reform and Rural Development (DALRRD), Honourable Minister Thoko Didiza, through a Notice in terms of the Spatial Planning and Land Use Management Act (SPLUMA) (Act 16 of 2013), declaring the Eastern Seaboard as a region. This enabled the development of the Regional Spatial Development Framework (RSDF) that would reflect national spatial planning and land-use policy objectives and priorities within the demarcated region.
- 2.5. MISA, an agent of the Department of Cooperative Governance and Traditional Affairs (COGTA), has been appointed as the implementing agent to facilitate the planning and implementation, and coordinate intergovernmental efforts for the development the Eastern Seaboard Development Region.

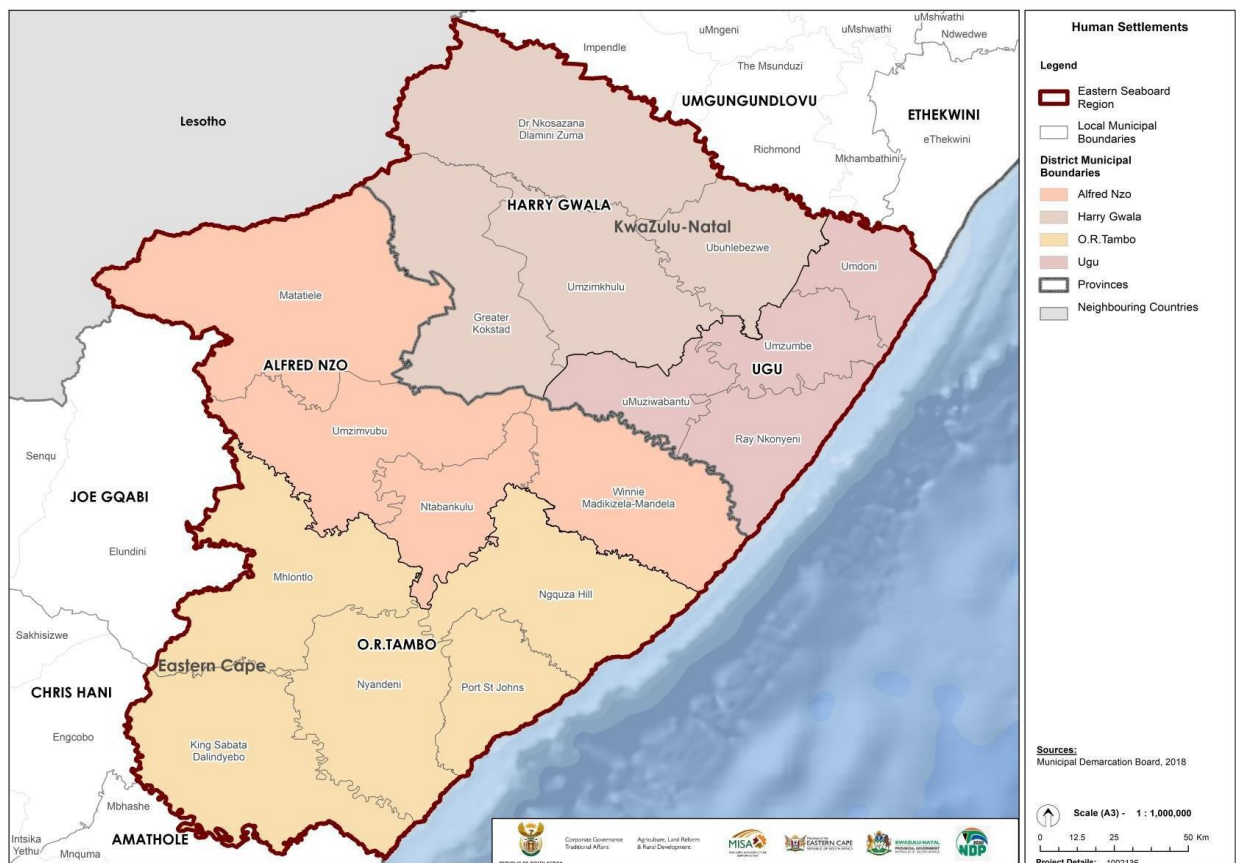


Figure 1: ESD Location

3. OBJECTIVES

- 3.1. The Eastern Seaboard Development is transitioning from pure planning to implementation which requires an aggressive approach to showcase its potential through strategic marketing and promotion of the value proposition of investment potential, as well as commercial opportunities that can be unearthed through the development of the Region.
- 3.2. The objective is to develop and implement a comprehensive Communication, Marketing and Branding Strategy to effectively communicate the Eastern Seaboard Development vision, intended outcomes and investment opportunities in the earmarked Region. The aim is to raise awareness amongst beneficiaries and key Eastern Seaboard champions (CoGTA, MISA, KZN & EC provinces, 4 Districts and their local municipalities, and traditional leadership), by profiling and positioning the Eastern Seaboard Development Region to attract potential investors, partnerships whilst building a strong, positive brand image around its commitment to improve socio-economic development.
- 3.3. The Communication, Marketing and Branding strategy will be targeted at the following audience, including:
 - Key Government stakeholders (Eastern Seaboard key stakeholders);
 - Beneficiary communities and traditional leadership;
 - Development partners;
 - Private sector;
 - Media;
 - Civil society; and the
 - General public.

4. LOCATION

- 4.1. The Eastern Seaboard is a development region encompassing approximately 250 km of coastline situated between the provinces of KwaZulu-Natal (KZN) and the Eastern Cape (EC). The region comprises four district municipalities, namely Harry Gwala and Ugu District Municipalities in KZN, and Alfred Nzo and OR Tambo District Municipalities in the EC, as illustrated in Figure 1 above. Collectively, these

district municipalities include 17 local municipalities, which are listed in Table 1 below.

- 4.2. The appointed service provider will be required to undertake site visits and engage with key stakeholders within the Eastern Seaboard Development Region to develop a comprehensive understanding of the regional context, development priorities, opportunities, and the long-term development vision for the Region as articulated in the RSDF.

HARRY GWALA DISTRICT MUNICIPALITY (KZN)	UGU DISTRICT MUNICIPALITY (KZN)	OR TAMBO DISTRICT MUNICIPALITY (EC)	ALFRED NZO DISTRICT MUNICIPALITY (EC)
Dr. Nkosazana-Dlamini Zuma LM	Ray Nkonyeni LM	Ingquza Hill LM	Matatiele LM
Greater Kokstad LM	Umdoni LM	Port St Johns LM	Umzimvubu LM
Ubuhlebezwe LM	Umzumbe LM	Nyandeni LM	Winnie Madikizela-Mandela LM
Umzimkhulu LM	Umuziwabantu LM	Mhlontlo LM	Ntabankulu LM
		King Sabatha Dalindyebo LM	

Table 1: List of ESD Districts and Local Municipalities

Please Note: Travelling and location of work will not be limited to these above-mentioned areas.

5. COMPANY EXPERIENCE AND COMPETENCY

5.1 Company Experience:

- A. The bidder must submit reference letters of completed projects on clients' letterhead, confirming the completion of Communication, Marketing, Branding and Event Planning services rendered by the bidder relevant to the scope of this appointment, date of completion of services, project value, and level of service (e.g., excellent, good, poor) and each reference letter must contain contactable details for verification purposes. Reference letters from clients confirming the successful completion of individual projects, with a minimum combined contract value of at least R5 million (Five Million Rand).

- B. A detailed company profile together with a brief resume of the company management or directors.
- C. Detailed resume and qualifications of the Project Leader and Project Team Members.

5.2 Resource requirements

The appointment should include all the following professionals and must possess the necessary skills, experience and qualifications in completing projects of a similar scale and nature:

- a) Project Lead
- b) Media Strategist/ Brand Manager
- c) Creative Writer
- d) Photographer
- e) Graphic Designer
- f) Events Planner

5.3 Bidders are required to submit Detailed Resume and Experience of the copies of qualifications detailing the following:

A. Project Leader must possess:

- Minimum required qualification is a Bachelor's Degree (NQF Level 7) in Communications, Marketing, Public Relations, Journalism, or Media studies.
- Minimum ten (10) years' experience post qualification in developing and implementing Integrated Communications and Marketing strategies in both the public and private sector where team leader has acted as a Project Manager.

B. Media Strategist/ Brand Manager must possess:

- Minimum required qualification is a National Diploma (NQF Level 6) in Communications, Marketing, Public Relations, Media Studies or Journalism
- Minimum of 7 years' experience post qualification in developing and implementing media and branding strategies, media liaison and public relations (media Strategist), media monitoring, media partnerships.

C. Creative Writer must possess:

- Minimum required qualification is a National Diploma (NQF Level 6) in Journalism, Communications, or Media studies
- Minimum of 7 years' experience post qualification in the execution of strategic and corporate communications, the development of marketing, promotional, storytelling, and publication material.

D. Photographer must possess:

- Minimum required qualification is a Certificate (NQF Level 5) in photography and videography/ audiovisuals
- Minimum of 5 years' experience post qualification and skilled in the development and editing of project and event photography and videography, content design and development, visual story telling and recording, image management and quality control.

*** CV should be accompanied by a Portfolio of Work completed for points to be provided. Should a portfolio of work not be attached zero points will awarded.**

E. Graphic designer must possess:

- Minimum required qualification is Certificate (NQF Level 5) in graphic design
- Minimum of 5 years' experience post qualification in graphic design and skilled in creative design, brand identity, visual communication, marketing and communication materials, digital material, event design support, production management.

*** CV should be accompanied by a Portfolio of Work completed for points to be provided. Should a portfolio of work not be attached zero points will awarded.**

F. Events Planner must possess:

- Minimum required qualification is Certificate (NQF Level 5) in Marketing, Public Relations or Events Planning qualification
- Minimum of 7 years' experience post qualification in the planning and execution of corporate events, stakeholder engagements and community outreach (conferences/ summits, imbizos, community dialogues and

meetings) and demonstrate experience in event planning and coordination, event logistics, branding and marketing, stakeholder and guest management, as well as event operations management and reporting.

6. EVALUATION OF PROPOSALS

Bids are invited based on their proposals and will be evaluated in three stages mandatory requirements, functionality, price and specific goals in accordance with the preferential points system.

6.1 STAGE 1 – MANDATORY REQUIREMENTS

Should the bidder fail on the following as stipulated, MISA will reject the bid proposal for further evaluation:

- 6.1.1 In case of Joint Ventures/Consortiums, the bidder shall submit a Joint Venture Agreement signed by all parties with a resolution by its directors indicating an authorised signatory to complete and sign the documents on behalf of the Joint Venture.
- 6.1.2 In the case of a subsidiary arrangement, the bidder shall submit audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary.
- 6.1.3 Pricing schedule and or Form of offer/Total tender amount shall not contain correction fluid on them. Any wrong entry, in case of correction, must be cancelled by a single stroke and initialled by the Authorised signatory.
- 6.1.4 Bidders are required to attend the Hybrid compulsory briefing session. Failure to attend and complete the attendance register will result in disqualification.

Non-eliminating requirements:

- CSD Registration Report.
- Tax status verification PIN to verify tax compliance of the bidder.
- B-BBEE certificate/ sworn affidavit.
- A detailed company profile
- SBD 6.1

Please note that failure to complete SBD 6.1 will result in forfeiture of Specific Goals points.

6.2 STAGE 2 – EVALUATION ON FUNCTIONALITY

The following criteria and weights will be applied when bids are assessed in terms of functionality:

Table 2: Functionality

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
COMPANY EXPERIENCE	REFERENCE LETTERS			
	30	5 or More Reference letters	The bidder must submit reference letters of completed projects on clients' letterhead, confirming the completion of Communication, Marketing, Branding and Event Planning services rendered by the bidder relevant to the scope of this appointment, date of completion of services, project value, and level of service (e.g., excellent, good, poor) and each reference letter must contain contactable details for verification purposes. Reference letters from clients confirming the successful completion of individual projects, with a minimum combined contract value of at least R5 million (Five Million Rand).	30
		4 reference letters		20
		3 reference letters		15
		2 reference letters		10
		1 reference letters		5
		0 reference Letters		0
PROJECT TEAM QUALIFICATIONS AND EXPERIENCE	PROJECT LEAD			
	20	Master's Degree (NQF Level 9) or higher	All resources will be scored based on qualification and experience. Bidders must provide the copies of the qualification of the resources (Project leader) together with the CV detailing the relevant experience in communication, branding media and marketing similar to nature and scope of this Programme. Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points. QUALIFICATION A qualification in Communications, Marketing, Public Relations, Journalism, or Media studies	10
		Honours (NQF Level 8) Degree		8
		Bachelors (NQF Level 7) Degree		6
		Any qualification below a Bachelors (NQF Level 9) Degree or any other qualification not relevant		0
			EXPERIENCE	10
		Above 15 years		

		10 years to 15 years	Minimum ten (10) years' experience post qualification in developing and implementing Integrated Communications and Marketing strategies in both the public and private sector where team leader has acted as a Project Manager. Bidders will be awarded zero points for experience that is not relevant to the scope of work.	8	
				0	
		Below 10 years			
	MEDIA STRATEGIST/ BRAND MANAGER				
	10	Bachelor's degree and B Tech (NQF Level 7) or higher	Bidders must provide the copies of the qualification of the resources (Media Strategist/ Brand Manager) together with the CV detailing the relevant experience in media communication, branding and Marketing, Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points	4	
		National Diploma (NQF Level 6)		2	
		Any qualification below a National (NQF Level 6) Diploma or any other qualification not relevant		0	
		Above 10 years	QUALIFICATION A qualification in Communications, Marketing, Public Relations, Media Studies or Journalism	6	
		7 years to 10 years	EXPERIENCE Minimum of 7 years' experience post qualification in developing and implementing media and branding strategies, media liaison and public relations (media Strategist), media monitoring, media partnerships. Bidders will be awarded zero points for experience that is not relevant to the scope of work.	4	
		Below 7 years		0	
		CREATIVE WRITER			
	10	Bachelor's degree and B Tech (NQF Level 7) or higher	Bidders must provide the copies of the qualification of the resources (Creative Writer) together with the CV detailing the relevant experience in media communication, branding and Marketing. Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points	4	
		National Diploma (NQF Level 6)		2	
		Any qualification below a National (NQF Level 6) Diploma or any other qualification not relevant		0	
	QUALIFICATION				

			A qualification in Journalism, Communications, or Media studies			
		Above 10 years	EXPERIENCE Minimum of 7 years' experience post qualification in the execution of strategic and corporate communications, the development of marketing, promotional, storytelling, and publication material. Bidders will be awarded zero points for experience that is not relevant to the scope of work.	6		
		7 years to 10 years		4		
		Below 7 years		0		
	PHOTOGRAPHER					
	10	National Diploma (NQF Level 6) or higher	Bidders must provide the copies of the qualification of the resources (Photographer) together with the CV detailing the relevant experience in media communication, branding and Marketing. Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points. QUALIFICATION A qualification in photography and videography/ audiovisuals	4		
		Certificate (NQF Level 5)		2		
		Any qualification below NQF Level 4 or any other qualification not relevant		0		
		Above 5 years	EXPERIENCE Minimum of 5 years' experience post qualification and skilled in the development and editing of project and event photography and videography, content design and development, visual storytelling and recording, image management and quality control. Bidders will be awarded zero points for experience that is not relevant to the scope of work. CV should be accompanied by a Portfolio of Work completed for points to be provided. Should a portfolio of work not be attached zero points will awarded.	6		
		3 years to 5 years		4		
		Below 5 years		0		
		GRAPHIC DESIGNER				
			10	National Diploma (NQF Level 6) or higher	Bidders must provide the copies of the qualification of the resources (Graphic designer) together with the CV detailing	4

		Certificate (NQF Level 5)	the relevant experience in Graphic design. Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points.	2
		Any qualification below NQF Level 4 or any other qualification not relevant		0
		Above 5 years	QUALIFICATION A qualification in Graphic design	6
		3 years to 5 years	EXPERIENCE Minimum of 5 years' experience post qualification in graphic design and skilled in creative design, brand identity, visual communication, marketing and communication materials, digital material, event design support, production management. Bidders will be awarded zero points for experience that is not relevant to the scope of work.	4
		Below 5 years	CV should be accompanied by a Portfolio of Work completed for points to be provided. Should a portfolio of work not be attached zero points will awarded.	0
EVENTS PLANNER				
10	National Diploma (NQF Level 6) or higher	Bidders must provide the copies of the qualification of the resources (Events Planner) together with the CV detailing the relevant experience in Events Planning. Failure to submit the copies of qualification and or detailed CV, bidders will forfeit the points.	4	
	Certificate (NQF Level 5)		2	
	Any qualification below NQF Level 4 or any other qualification not relevant		0	
	Above 10 years	QUALIFICATION A qualification in Marketing, Public Relations or Events Planning	6	
	7 years to 10 years	EXPERIENCE Minimum of 7 years' experience post qualification in event planning and coordination, event logistics, branding and marketing, stakeholder and guest management, and execution of major events, stakeholder engagements or community outreach and meetings (conferences/ summits, imbizos etc.). Bidders will be awarded zero points for	4	
	Below 7 years		0	

			experience that is not relevant to the scope of work.	
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*NB: Bidders must obtain a minimum threshold of **65 points** to be considered for further evaluation on price and Specific Goals.*

6.3 STAGE 3 - EVALUATION OF BIDS ON PRICE AND SPECIFIC GOALS.

The **80/20 preference point system** Shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and PPPFA Regulations of 2022.

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

Table 3: Preference point system

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS	20
TOTAL	100

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Points claimed will be according to bidder's specific goals as indicated in Table below:

Table 4: Specific goals for the tender and points claimed are indicated per table below:

Table 4: Specific Goals

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)
Who are women (51% or more)	5
Who has disability (51% or more owned)	5
Who is a youth (18 to 35 years) (51% or more owned)	5
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5
Total scored points	20

Failure on the part of a bidder to submit proof of documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

Documents required for verification of points allocation are as follows:

Table 5: Specific Goals Requirements

Procurement Requirement	Required Proof Documents
Women	Full CSD Report & Certified ID copies of Directors + CIPC Company Registration Documents.
Youth	Full CSD Report & Certified ID copies of Directors + CIPC Company Registration Documents.
Disability	Relevant Medical report from the medical Doctor confirming the disability and/or Proof receipt of Disability Grant
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report.

7. SCOPE OF WORK

The development and implementation of the ESD Communications, Marketing and Branding Strategy will address the public relations requirements identified during the planning phase, while also supporting the implementation phase of the ESD Programme. The strategy aims to ensure that all communication and messaging relating to the Programme are strategically coordinated, consistently communicated, and effectively managed to enhance community and stakeholder engagement, programme visibility, and investment promotion.

The appointed service provider is expected to deliver on the above objective, by undertaking the following key activities:

7.1 Develop and implement a comprehensive and integrated Communication, Marketing and Branding Strategy which must be informed by the following key considerations

- A strategic framework that clearly outlines the methodology, approach, tools and processes in developing and communicating clear, consistent, and compelling messaging on the vision, principles and objectives of the RSDF. The aim should be to enhance stakeholder engagement and attract development and investment opportunities to the Region.
- A **comprehensive overview of the Programme**, including its background, strategic objectives and a situational analysis that assesses the current gaps and opportunities in the communications, marketing and branding landscape of the Region to inform strategic intervention.
- A practical **control procedure** and quality assurance framework that outlines approval processes, content management procedures, quality control standards, and a **monitoring and evaluation framework** to measure the effectiveness and impact of the strategy and associated activities.
- A detailed **stakeholder engagement plan** that identifies key stakeholder groups, engagement objectives, communication methods, and engagement approaches required to mobilise human, technical, and financial resources in support of the Region's socio-economic development objectives. Implementation of government wide internal communication plan to promote advocacy, buy-in and support. The

plan should determine appropriate communication methods and approaches suitable for identified stakeholder groups. The stakeholder engagement plan will be informed by the stakeholder mapping undertaken in the planning stages of the ESD Programme by MISA. Review and augment the existing stakeholder database, including the identification and segmentation of target stakeholder groups and the development of tailored messaging aligned with the Region's development objectives, investment proposition, and desired positioning.

- The design and implementation of innovative communication, marketing, and stakeholder engagement tools and platforms that effectively support coordination, information sharing, and stakeholder participation across the Region's spatial, governance, and institutional structures within a determined time limit.
- The development and implementation of a Media Engagement Plan that outlines media relations protocols, publicity opportunities, content development requirements, media monitoring mechanisms, and strategies to enhance positive media coverage and public awareness of the Programme and the Region.
- The development and implementation of a Crisis Communication and Reputation Management Plan that establishes communication protocols, roles and responsibilities, escalation procedures, key messaging, and response mechanisms for managing risks, misinformation, stakeholder concerns, and reputational issues.

7.2 Develop and implement a detailed investment strategy to profile, promote and position the Eastern Seaboard Development offering, to draw interest from both local and international private and public partners and encourage investment into the development of the region. The Strategy should be supported by the following deliverables:

- Develop an investment prospectus showcasing the ESD region's investment opportunities,
- Investor pitch decks and marketing material with bankable project profiles
- An Investor engagement plan should identify potential investors and detail engagement approach and plan, Monitoring and evaluation reports that track progress regarding investor interest, engagements and opportunities, and measure investment queries, leads, commitments and realized investments e.g. MoU, LOI, Commitment pledges.

7.3 Investment Summit

The appointed bidder will be required to undertake the scope of services detailed below in preparation for and during the Investment Summit. The Investment Summit is an annual event aimed at identifying and attracting investment opportunities and facilitating direct engagement between investors and key stakeholders.

The appointed bidder will be responsible for coordinating and facilitating the event annually for the duration of the contract. Consequently, two Investment Summits will be held over the contract period. Each Summit will be a two-day event hosted at a venue procured by the Client. The confirmed dates of the Summits will be communicated to the appointed service provider at the inception of the contract.

7.3.1 Target Audience

Primary audience:

- Investors – local and international
- Businesses in and around the ESD Region
- Corporates
- Entrepreneurs
- Professionals in the infrastructure development value chain
- Government entities and officials engaging in trade and investment (Chambers, agencies and government departments)
- Development Finance Institutes

Secondary audience:

- District and Local Municipalities of the ESD Region
- KwaZulu-Natal and Eastern Cape government departments
- National government

7.3.2 Investment Summit Scope

A. Media Buying

i. TV and Radio (two radio stations with relevant audiences)

- 200x 30-second generic adverts
- 8x 5–10-minute interviews on TV and Radio, 1 advert on national TV and 2 interviews with local radio stations, one local radio station per province
- Scripts and production of the adverts
- Upload to the respective radio station podcasts
- Promotion of the interviews on social media platforms

ii. Digital advertising

- Promote the conference across various platforms:
 - Google Search.
 - Google Display/Online publications.
 - YouTube.

iii. Billboards

- 2x digital billboards in strategic sites:
 - N2 Eastern Cape & N2 KwaZulu-Natal.

iv. Airport TV

- OR Tambo International Airport:
 - Airport TV Domestic Terminal (departures and arrivals).
 - Airport TV International Terminal (departures and arrivals).

v. Digital Street poles

- Design, development, printing and placement of street pole adverts:
 - Street pole posters (design, production and procurement of sites).
 - 200x 750mm x 1500mm posters placed at strategic locations in the ESD Region.

B. Media Coordination

- Invite media to all the pre-ESD Investment Summit Roadshows, launch and the main event, including support to media briefings.

- Develop media packs for journalists with progress on investments to date.
- Develop a media schedule and plan for ESD Investment Summit.
- Develop Thought leadership articles x 10 to provide progress on various sector investments in the ESD Region, including public sector projects.
- Initiate and finalise media partnerships.

C. Public Relations (PR)

- Create and implement a PR strategy to build interest in the conference
- Write and distribute press releases to relevant media outlets.
- Organise and manage press briefings, interviews, and media appearances.
- Monitor and manage media coverage, providing reports and insights on public perception, AVEs, etc.
- Secure event and media partnerships, to be approved by the client. The partnership should include the following:
 - Interviews.
 - Advertorials/features.
 - Broadcast of the Conference.
 - Extensive reach of content pre-investment forum for promotion of attendance.

D. Branding

- Create a branding plan for approval to ensure brand reach, oversee branding execution at all venues and sites, ensuring consistent visibility and professional aesthetics.
- Branding application on lifts, walls in the venue and outdoor branding application, street poles branding.
- Event Banners: Produce large event production branding and small pull-up banners for strategic placement at entrances, session halls, and networking areas. The chosen service provider to share the three options with the Client for approval.

- Backdrops in the venue and brand application in the venue, and outdoor branding in the precinct of the venue.
- Branding of the breakaway venues x 5 (Backdrop branding).

E. Venue Details

- Venue will be procured by the client and details shared with appointed bidder.
- Physical attendance of 550pax for the main conference, date will be shared with the appointed bidder.
- People manning the exhibitions, operational personnel and security (50pax).
- Gala/ Networking dinner Event venue for 300pax.
- Golf day venue for 150pax, inclusive of golf day coordination with sponsors, sourcing venue, arrange prizes x 10 pax and sponsored golf T-shirts designed (Date).
- Arrival breakfast, tea, Lunch catering (summit day).
- 4 x holding rooms (Ministers x 5 pax, Premiers x 2 pax, MECs x 10pax, Mayors x30 pax).
- 5 x Breakaway rooms.
- 1 x Operations room (20 pax) needed 5 days before the event starts
- 1 x Business 2 Business meeting rooms.
- 1 x VOC room.
- Exhibition space for government, local businesses, 8 sponsors, and strategic partners (3x3m space each).
- Event application submissions and approvals.

F. Staging

The central plenary session will feature a stage set-up, optimised for presentations and audience engagement. The key audiovisual elements in the plenary venue are:

- A high-impact visual system with a 5.5m x 3m main LED screen and two 3m x 1m LED pillars.

- Video processing and control using a video processor and display controller.
- Professional sound reinforcement through a PA system, audio mixer, wireless headset microphones, wireless bodypack microphones, and wireless handheld microphones.
- Stage construction using staging blocks, steps, and a podium.
- Lighting to establish the desired ambience, incorporating lighting fixtures, a lighting control system and support structures.
- Camera risers to facilitate optimal camera positioning for recording or broadcasting the event.
- Rail on the stage and podium branded.
- Stage Branding.
- Elevated stage platform in the 5 x breakaway rooms with stage branding.

G. Audio And Technical Support

- 7 x Delegate countryman microphones on the main stage.
- 1 x podium mic.
- Audio mixers.
- 2 x Wireless handheld microphones.
- 5 x Breakaway rooms (4 lapel or desk mics in each room with technical support).
- Provide a Showcaller/ Technical Director/AV Producer to design the digital sequence and run the show order.
- Teleprompter.
- Roving mics x 10.

H. Event Management

- Advanced Guest relations electronic system with SMS and automatic update and tracking of confirmations for 1000 pax, including 150 officials.
- Conference engagement platform, which includes the ability to book meetings and offer feedback during the conference.

- Pre-registration desks set up 5 days before the event.
- Aide mémoires drafted to explain pre-registration.
- Invites for the media launch, conference, media briefing, dinner and golf day.

This detailed technical description aims to provide a clear understanding of the requirements to ensure high-quality presentations, clear communication, and engaging experience for all participants throughout the ESD Investment Summit.

I. Conference Engagement App

- Events hop on hop of conference system
- App must have capability for delegates to book meetings with investors, officials, and other companies
- App must have conference engagement tools for live engagement online during the conference
- Events App must have capabilities to host an online conference with capabilities for online delegates attending

J. Conference Delegate Packs and VIP Gifts

- Procure 1000 delegates gifts branded and packaged per year (3 options of packaged gifts required for submission consisting of A5, 192 Pages Notebook, 45cm Reusable Canvas Tote Shopper Bag, Black ballpoint Pen).
- Prepare delegate passes with branded lanyards with delegate and event descriptive elements and unique QR code for registration, attendance tracking, conference participation, and access control purposes.
- 300 VIP Gifts branded and packaged (3 options required) per year.

****Sponsorships for ESD Products advisable***

K. Summit Management

ESD INVESTMENT SUMMIT CUSTOMISED STANDARDISED DESIGN OF INFORMATION EXHIBITION STAND BUILD X 8 FOR PARTNERS AND SPONSORS ONLY

The appointed service provider will be responsible for designing and building 3X3 exhibition and information stands in the conference facility with the following:

- Large interactive digital screens.
- 1x high-definition TV screen to showcase promotional videos, success stories, and investment opportunities. Continuous looping of curated content to engage attendees.
- Two Floor Kiosk Stands equipped with tablets/iPads loaded with brochures, reports, and promotional materials for delegates to access
- Designed for easy interaction, allowing event staff to engage with visitors.
- Table and chairs for each exhibition stall.

7.3.3 Develop a comprehensive Eastern Seaboard Development Brand and Corporate Identity Framework, including a branding strategy, brand architecture, and corporate identity manual, to support the Region's positioning, promotion, management, and consistent application of the brand across all communication, marketing, stakeholder engagement, and investment promotion initiatives. This includes the development and delivery of corporate branded items in line with the approve Framework. The framework should include, but not limited to:

- Design a logo for the Eastern Seaboard development as per the client's brief, tagline, and visual elements of the brand.
- Trademark and registration of the logo with the Companies and Intellectual Property Commission.
- Support the communication and branding of the following Programme events and high-level strategic programme engagements:
 - 12 x Ministerial Level Engagements.
 - 8 x District level Izimbizo's through the DDM structures.

- 6 x Annual Investment Summits and other ESD high-level events that may be identified by the ESD Programme.
- 20 Community outreach engagements and meetings.
- Other engagements where the ESD Programme makes representations.

❖ ***MISA will be responsible for arrangements associated with venue hire and catering for the hosting of engagements. The appointed service provider shall be responsible for providing meeting support services, including printed documentation (agendas, attendance registers, presentation packs, and minutes of meetings), as well as the necessary audiovisual equipment, including a Public Address (PA)/ audio system, projector, and projection screen, for each engagement.***

- Produce and deliver Corporate Stationery Templates
- Design Marketing and Communication Templates for reports, brochures, newsletters, social media, and promotional materials
- Design Signage and Event Branding Materials including banners, exhibition stands, backdrops, and promotional items.
- Provide layout, design and printing of branding items e.g. banners, tablecloths and other memorabilia.
- Design and deliver corporate branded material and stationery that includes:
 - **1000 x 3 x Pamphlets (X3 different designs of pamphlets)**
 Size: A4 folded to DL
 Colour: full colour both sides
 Font: Calibri body 11
 Material: 135gsm Magno Satin
 Finish: fold to DL
 - **1000 x 2 x A5 booklets X2 different designs of pamphlets)**
 Page Count: 8 pages
 Cover Paper: 250-300 gsm
 Inside Paper: 100-150 gsm
 Color: Full-color printing
 Binding: Saddle Stitching
 - **50 x Posters**
 Size: 594 x 841mm

- **200 x Presentation Folders with pocket**

Paper: 250gsm Matt

Format: 30 x 21.5 cm (3-5 cm flap)

Colors: Full Colour on Both Sides

- **10 x Fabric Sock S Banner**

Aluminum Frame

Double Sided Branding

100% Polyester Fabric

Full Colour Dye Sublimation Print

Bag with handles to carry

Size: 2m(H) x 800mm(W)

- **3 x Exhibition Stall Wall Banners**

3 X 3m x 3m Fabric Wall Banners

- **Corporate Gifts and Promotional Material:**

Branded stationery packs be delivered over the 24-month contract period. Each pack should include the following items to be approved by the Client prior to being procure and delivered by the appointed bidder.

- Power banks 20W
- Notebooks A5, 192 Pages
- Shopper Bags 45cm Reusable Canvas Tote
- USBs 16GB
- Mousepads 22x18 nonslip rubber base
- Lanyards
- T- shirts Polyester
- Jackets Soft Shell
- Insulated Travel Mugs Skinny 500ml
- Pens Black ball points

7.3.4 Develop, package, and manage content for dissemination across various communication channels and platforms, including pamphlets, brochures, posters, newsletters, the ESD website, social media, and other digital platforms, to profile the Region's assets, investment opportunities, strategic developments, achievements, and programme milestones:

- Development of pamphlets and booklets promoting commercial and tourism opportunities in the Region.
- Review and enhance current promotional material.
- Management of the ESD website (www.easternseaboard.gov.za) for a 24 months period.
- Creation and management of social media presence/ accounts, which will include solicitation of information, development of visuals, graphics and illustrations. Management and renaming of the existing social media pages.
- Manage the inclusion of promotions/ boost/ paid advertisement on social media pages.
- Produce High resolution photography, videography (which includes script development, shooting and editing) static and dynamic graphic design services kept in a folder that can be accessed regularly and transferred to MISA at the end of the contract.
- Application of the Eastern Seaboard Development logo across all products and stationery.

**The appointed service provider should ensure that there is consideration and usage of at least three languages spoken in the area with the inclusion of English.*

8. DELIVERABLES AND TIMES FRAMES

8.1 Deliverables

The key outputs expected from the appointed service provider are listed below and should be read in conjunction with the Scope of Work outlined in Section 5 and the Pricing Schedule provided in Section 12 of this document.

- A. Integrated Communication, Branding and Marketing Strategy
- B. Investment Strategy
- C. Two Annual Investments Summits

- D. Brand and Corporate Identity Framework
- E. Branded Delegate Packs (A5, 192 Pages Notebook, 45cm Reusable Canvas Tote Shopper Bag, Black ballpoint Pen)
- F. Branded Material
- G. Stakeholder Engagement Management Strategy
- H. Content Management and dissemination
- I. Project Management and Administration

8.2 Timeframes

The appointed service provider will be required to deliver the scope of work in accordance with the indicative timeframes outlined below, commencing from the confirmed date of appointment. Certain activities may be undertaken concurrently; therefore, the timeframes provided are intended to indicate the estimated level of effort and duration required to complete each activity rather than fixed implementation dates. The final delivery schedule and milestone dates will be discussed, agreed upon, and confirmed with the appointed service provider during the inception phase of the of the project.

Table 6: Indicative Delivery Timeframes

Item	Description	Detail Specification	Delivery date from Appointment
1. Development of the and integrated Communication, Marketing and Branding Strategy			
a.	Communication, Marketing and Branding Plan	Comprehensive Situational Analysis Tools and Processes Interventions ESD Messaging	6 weeks
b.	Stakeholder Engagement Strategy	Detail Stakeholder Mapping Stakeholder Issues Register Stakeholder Database Communication Plan	7 weeks
c.	Control Procedure and Quality Assurance Framework	Approval Procedure Content Management procedures Quality Assurance Standards Monitoring and Evaluation Framework	7 weeks

d.	Media Engagement Plan	Media Relations Protocol Publicity Opportunities Content Development Media Monitoring	8 weeks
e.	Crisis Communication and Reputation Management Plan	Communication Protocols Escalation Procedure Key Messaging Communication Risk Management	8 weeks
2. Investment Strategy			
a.	Investment Prospectus	Detailing ESD investment opportunities i.e. public and commercial	8 weeks
b.	Project Profiles	Pitch Deck Format of bankable projects	9 weeks
c.	Investor Engagement Plan	Details methodology and approach for identifying and presenting to potential investors	9 weeks
3. Annual Investment Summits – Tentative date of Summit February 2027*			
i.	30 second generic adverts	Develop scripts, artwork and production of adverts 1x TV interviews on national station	4 weeks before summit
ii	5-10 minutes interviews	2X Radio interview on local stations	4 weeks before summit
a.	Digital Advertising 30 second generic adverts placed on – Google Search – Google Display/Online publications – YouTube	Develop scripts and production of advert Uploading advert with media platform	4 weeks before summit
b.	2 X digital billboards	Design of billboard content and artwork Placement of Advert	6 weeks before summit
c.	Airport TV	Develop artwork and production of advert Uploading advert with media platform	6 weeks before summit
d.	Digital Street Pole Adverts 750mm x 1500mm / A0	Develop artwork and production of posters Uploading advert with media platform	6 weeks before summit

e.	Media Coordination	Coordination of media briefings Media packs Develop and publish media schedules Develop Thought Leadership articles	During Summit
f.	Public Relations Strategy	Develop and distribute press releases Organise and manage press briefings, interviews, and media appearances Monitor and manage media coverage Secure event and media partnerships	12 weeks before summit
g.	Branding Plan	Detail brand reach approach Branding execution Brand quality	12 weeks before summit
i.	Branding applications	Design and placement	11 weeks before summit
ii.	Event Banners	Produce and place large and small banners at main hall, break away rooms, meeting rooms, and venue halls	1 week before summit
iii.	Backdrops	Produce and place backdrop at main hall and breakaway rooms	1 week before summit
h.	Event Management	Guest relations electronic system	4 weeks before summit
		Conference engagement platform	4 weeks before summit
		Conference App	4 weeks before summit
4. Delegate Packs			
i.	Delegate packs	Branded delegate pack with Notebook, Tote Shopper Bag, Pen	1 week before summit
ii.	Delegate passes	Printed passes on branded lanyards with summit descriptive elements	1 week before summit
iii.	VIP Gifts	Packed and branded gifts	1 week before summit
iv.	Event applications and approvals	Preparation, submission and obtaining approvals for hosting of summit	4 weeks before summit
5. Brand and Corporate Identity Framework			
a.	Branding Strategy	Development of ESD brand identity and recognition to position and grow the ESD	12 weeks

b.	Brand Architecture	Logo design Corporate Stationery templates designs Marketing and Communication templates designs Signage and Event Branding Materials Logo trademark and registration	12 weeks
c.	Corporate Identity Manual	Define brand identity standards and quality requirements	12 weeks
6. Branded Material			
i.	Pamphlets x3 Size: A4 folded to DL (X3 different pamphlets)	Colour: full colour both sides Font: Calibri body 11 Material: 135gsm Magno Satin Finish: fold to DL	16 weeks
ii.	A5 booklets X2	Page Count: 8 pages Cover Paper: 250-300 gsm Inside Paper: 100-150 gsm Color: Full colour printing Binding: Saddle Stitching	16 weeks
iii.	Posters	Size: 594 x 841mm Printed on ready to hang Canvas Full colour Finish: Standard	16 weeks
iv.	Presentation Folders with pocket	Paper: 250gsm Matt Format: 30 x 21.5 cm (3-5 cm flap) Colours: Full Colour on Both Sides	16 weeks
v.	Fabric Sock S Banner	Aluminum Frame Double Sided Branding 100% Polyester Fabric Full Colour Dye Sublimation Print Bag with handles to carry Size: 2m(H) x 800mm(W)	16 weeks
vi.	3 x Exhibition Stall Wall Banners	Size: 3m x 3m Fabric Wall Banners Colour: Full Colour Dye Sublimation Print Bag with handles to carry	16 weeks
a.	Branded Corporate Gifts and Promotional Material	Power banks 20W	20 weeks
		Notebooks A5, 192 Pages	20 weeks
		Shopper Bags 45cm Reusable Canvas Tote	20 weeks

		USBs 16GB	20 weeks
		Mousepads 22x18 nonslip rubber base	20 weeks
		Lanyards	20 weeks
		T- shirts Polyester	20 weeks
		Jackets Soft Shell	20 weeks
		Insulated Travel Mugs Skinny 500ml	20 weeks
		Pens Black ball points	20 weeks
7. Stakeholder Engagement			
a.	4 x Ministerial Engagements	Events Planning Event Execution Post event Management	24 weeks
b.	4x District Imbizos		24 weeks
c.	20 Community outreach engagements and meetings		24 weeks
d.	Other engagements		24 weeks
e.	Maintenance of Stakeholder Database	Updating of stakeholder information	Monthly
f.	Maintenance of Stakeholder Issues Register	Updating of register with information and updates from each stakeholder engagement internal	Monthly
8. Content Management and Dissemination			
a.	Website and social media management: Webpage – X – Facebook – Instagram – YouTube – TikTok – LinkedIn	Create social media pages Managing and posting Develop and update content Develop videos, still images and graphic design services	4 weeks
b.	Development of newsletter, Web and Social Media Content	Script development, shooting and editing High resolution photography, videography	4 weeks
c.	Quarterly Newsletter	Size: A4 No. of pages: 20Pg Grammage: 128gsm ROF and	12 weeks

		350gsm cover Production Printing and Lamination	
9. Project Management and Administration			
a.	Project Inception Report	Monthly Reports, scheduling of meetings, drafting agenda, minutes and action items	1 week
b.	Project Management, administration, client liaison	Arrangement of project and other governance meetings	Monthly
c.	Milestone Progress Presentations	Preparation and delivery of presentations at ESD meetings	Monthly*
d.	Post Investment Summit Report	Capturing the objectives, performance, outcomes of event and lessons learnt	4 weeks post summit
e.	Project Close Out Report	Indicating status and performance of deliverables	1 week before end of contract

9. PARTIES OBLIGATIONS

9.1 Service Provider Obligations

The service provider undertakes to:

- 9.1.1 Act as an independent contractor in respect of the work.
- 9.1.2 Attending meetings with MISA officials and other stakeholders whenever required to do so for the purposes of obtaining information or advice with regards to the work and assignments or any matters arising.
- 9.1.3 Be responsible for its own working tools (telephones, internet, computers, cameras, research material, accommodation, transportation, etc.) to adequately perform its functions and deliver on the scope of the appointment as required.
- 9.1.4 Exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with professional standards.
- 9.1.5 The service provider shall in all professional matters comply with MISA policies and government legislation.
- 9.1.6 Have satisfied itself to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.
- 9.1.7 The service provider shall treat all aspects of the appointment, including its information, content and deliverables, as confidential. Any information and data obtained during the appointment shall be used solely for the

purposes of executing the project and shall not be disclosed to any third party without the prior written consent of MISA.

9.2 Misa's obligations

- 9.2.1 MISA will monitor and evaluate all activities and reports on work delivered.
- 9.2.2 MISA will also coordinate intergovernmental relations processes relating to the project.
- 9.2.3 MISA will review, evaluate and approve the services provided by the service provider as stipulated in terms of references on an on-going basis.
- 9.2.4 Supply all reasonable, relevant, available data and information required and requested by the service provider for the proper execution of the project, and such assistance as shall reasonably be required by the service provider in carrying out their duties as per the terms of reference of this bid.

10. PROJECT MANAGEMENT AND REPORTING

The appointed service provider will report to the Chief Director: Programme and Project Management (PPM) Office supported by the Director: Communications. Project Management and Administration. The Project Lead will be required to arrange regular project co-ordination meetings, which may consist of stakeholders outside of MISA. The ESD Programme consists of governance structures in which the appointed bidder may be required to make presentations. The appointed service provider shall perform secretariat duties of minute taking (which shall be approved by MISA) and dissemination of minutes/meeting notes after each meeting that forms part of the Programme. The project co-ordination meetings shall happen once a month for the contract duration. Monthly progress reports shall be prepared and submitted to MISA. The Project lead will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports.

The appointed service provider will be required to undertake project management, administration, and coordination duties in line with the fulfilment of project scope which may entail the following:

- Management and tracking of project timeline and deliverables

- Scheduling of all internal and external meetings required for the Programme
- Agenda and Meeting Minutes for all meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances and invoicing
- Keeping the client and team members apprised of any ad-hoc changes or decisions made
- Presenting final deliverables to MISA a week before final due dates for final comments and approval
- Submitting monthly Progress Reports in writing to MISA

The detailed reporting requirements will be provided to the appointed service provider during the contract negotiation and project inception phase.

11. MISA's RIGHTS

11.1 MISA reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed.

11.2 This Bid does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this Bid, or to procure or contract for services.

11.3 MISA reserves the right to conduct vetting and verify the validity of all certificates.

11.4 MISA will reject any proposal as non-responsive that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification during the evaluation and selection process from any or all bidders regarding their proposals.

11.5 MISA reserves the right to request the company's latest audited financial statement in order to ascertain financial stability of the bidder prior to the award of the bid.

11.6 MISA reserves the right to impose penalties and/or cancel the contract when the Service provider does not perform according to the Scope.

12. REPORTING

The appointed bidder will report to the appointed Project Manager supported by the Director: Communications of MISA. The detailed reporting requirements will be provided to the successful bidder during the contract negotiation and project inception.

14. PAYMENTS

MISA does not pay any amount in advance. Only original signed invoices must be submitted for payments. The bidder will be paid within **30** days after receipt of valid invoice, when the services have been fully rendered to the satisfaction of MISA, and this done by means of electronic transfer directly into the bidder's bank account.

15. SUBMISSION OF PROPOSALS

The Tender Documents to include a soft copy (Memory Stick - all in PDF Format) of the proposal, and to reach the offices of the MISA before **11:00** on **13 November 2026** and must be enclosed in a sealed envelope clearly inscribed on the outside.

Tender documents are to be submitted to **MISA Reception and deposited in the tender box at MISA Offices, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion, 0046.**

16. PERIOD FOR ACCEPTANCE OF PROPOSALS

In order to allow for adequate evaluation, MISA requires a response to this solicitation to be valid and irrevocable for 90 days after submittal date and time. The validity period of this bid is 90 days.

17. COMMUNICATION WITH MISA OFFICIALS

Bidders and their representatives may not communicate with MISA officials except in writing. Bidders and their representatives must communicate in the manner set forth in this bid. There shall be no communication with MISA officials except as may be reasonably necessary to carry out the procedures specified in this Bid. Nothing herein prohibits bidders and their representatives from making oral statements or presentations in public to one or more MISA officials during a public meeting.

18. CONFIDENTIALITY

All responses to this Bid become property of MISA and submissions after closing of bid may be subject to public inspection and disclosure in accordance with the MISA SCM Policy and provisions of applicable legislation.

19. INTELLECTUAL PROPERTY

The bidder may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the MISA.

Copyrights and all other intellectual property rights in any document, ideas, software, other information developed and / or written, pursuant to these Terms of Reference, or any other contract / sub-contract to which these Terms of Reference refers, shall remain the property of the MISA.

In addition, no deliverables shall be deemed a joint deliverable, and therefore jointly owned, unless, identified as such in writing. All information generated, communication produced, and data acquired under the auspices of this project remains the intellectual property of MISA.

20. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

All enquiries should be made at the briefing session and can also be made in writing seven (7) working days before the closing date of the Bid. For queries, please contact the following person:

Ms. Mandy Batyi

E-mail: tenders@misa.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	MISA/CESB/025/2026/27	CLOSING DATE:	17 November 2026	CLOSING TIME:	11:00am
DESCRIPTION	Appointment of a service provider to render Integrated Communication, Marketing, Branding and Events Planning services for the Eastern Seaboard Development Programme for a period of 24 months				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1303 Heuwel Avenue					
Riverside Office Park					
Letaba House, First floor					
Centurion, 0046					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Mandy Batyi		CONTACT PERSON	Ms Xolile Sithole	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@misa.gov.za		E-MAIL ADDRESS	tenders@misa.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO 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 BELOW.			

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 3.3**PRICING SCHEDULE****(Professional Services)**

NAME	OF	BIDDER:		BID	NO.:
.....					
CLOSING TIME 11:00		CLOSING DATE.....			

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

Tender prices must include all costs associated with the execution of the contract, including but not limited to transport and travel, accommodation, labour, equipment, printing, annual escalation, and any other costs required to satisfactorily deliver the services in accordance with the scope of work. The prices must exclude VAT, but total cost must include VAT (where applicable). Failure to complete this form in full and in ink will result in the tender being invalidated. Only firm prices will be accepted.

Item	Description	Detail Specification	Unit	Quantity	Rate	Price
1. Development of the and integrated Communication, Marketing and Branding Strategy						
a.	Communication, Marketing and Branding Plan	Comprehensive Situational Analysis Tools and Processes Interventions ESD Messaging	Hours	40	R	R
b.	Stakeholder Engagement Strategy	Detail Stakeholder Mapping Stakeholder Issues Register Stakeholder Database Communication Plan	Hours	24	R	R
c.	Control Procedure and Quality Assurance Framework	Approval Procedure Content Management procedures Quality Assurance Standards Monitoring and Evaluation Framework	Hours	24	R	R
d.	Media Engagement Plan	Media Relations Protocol Publicity Opportunities Content Development Media Monitoring	Hours	24	R	R

e.	Crisis Communication and Reputation Management Plan	Communication Protocols Escalation Procedure Key Messaging Communication Risk Management	Hours	24	R	R
2. Investment Strategy						
a.	Investment Prospectus	Detailing ESD investment opportunities i.e. public and commercial	Hours	80	R	R
b.	Project Profiles	Pitch Deck Format of bankable projects	Hours	80	R	R
c.	Investor Engagement Plan	Details methodology and approach for identifying and presenting to potential investors	Hours	24	R	R
3. Annual Investment Summits						
a.	TV and Radio Broadcasting on two relevant radio stations Radio and TV interviews on local and national media platforms					
i.	30 second generic adverts	Develop scripts, artwork and production of adverts 1x TV interviews on national station 2X Radio interview on local stations	Lump Sum	2 (1/yr)	R	R
ii	5-10 minutes interviews		Lump Sum	2 (1/yr)	R	R
b.	Digital Advertising 30 second generic adverts placed on – Google Search – Google Display/Online publications – YouTube	Develop scripts and production of advert Uploading advert with media platform	Lump Sum	2 (1/yr)	R	R
c.	2 X digital billboards	Design of billboard content and artwork Placement of Advert	Lump Sum	4 (2/yr)	R	R
d.	Airport TV	Develop artwork and production of advert Uploading advert with media platform	Lump Sum	2 (1/yr)	R	R
e.	Digital Street Pole Adverts 750mm x 1500mm / A0	Develop artwork and production of posters Uploading advert with media platform	Lump Sum	1200 (600/yr)	R	R

f.	Media Coordination	Coordination of media briefings Media packs Develop and publish media schedules Develop Thought Leadership articles	Lump Sum	2 (1/yr)	R	R
g.	Public Relations Strategy	Develop and distribute press releases Organise and manage press briefings, interviews, and media appearances Monitor and manage media coverage Secure event and media partnerships	Lump Sum	2 (1/yr)	R	R
h.	Branding Plan	Detail brand reach approach Branding execution Brand quality	Hours	24	R	R
i.	Branding applications	Design and placement	Lump Sum	2 (1/yr)	R	R
i.	Event Banners	Produce and place large and small banners at main hall, break away rooms, meeting rooms, and venue halls	Lump Sum	2 (1/yr)	R	R
ii.	Backdrops	Produce and place backdrop at main hall and breakaway rooms	Lump Sum	2 (1/yr)	R	R
i.	Event Management	Guest relations electronic system	Lump Sum	2 (1/yr)	R	R
		Conference engagement platform	Lump Sum	2 (1/yr)	R	R
		Conference App	Lump Sum	2 (1/yr)	R	R
j.	Delegate Packs					
v.	Delegate packs	Branded delegate pack with Notebook, Tote Shopper Bag, Pen	Lump Sum	2000 (1000/yr)	R150	R300 000
vi.	Delegate passes	Printed passes on branded lanyards with summit descriptive elements	Lump Sum	2000 (1000/yr)	R	R
vii.	VIP Gifts	Packed and branded gifts	Lump Sum	600 (300/yr)	R500	R300 000
viii.	Event applications and approvals	Preparation, submission and obtaining approvals for hosting of summit	Lump Sum	2 (1/yr)	R	R
4. Brand and Corporate Identity Framework						

a.	Branding Strategy	Development of ESD brand identity and recognition to position and grow the ESD	Hours	24	R	R
b.	Brand Architecture	Logo design Corporate Stationery templates designs Marketing and Communication templates designs Signage and Event Branding Materials Logo trademark and registration	Hours	40	R	R
c.	Corporate Identity Manual	Define brand identity standards and quality requirements	Hours	40	R	R
d.	Branded Material					
vii.	Pamphlets x3 Size: A4 folded to DL (X3 different pamphlets)	Colour: full colour both sides Font: Calibri body 11 Material: 135gsm Magno Satin Finish: fold to DL	Lump Sum	4000 (2000/yr)	R	R
viii.	A5 booklets X2	Page Count: 8 pages Cover Paper: 250-300 gsm Inside Paper: 100-150 gsm Color: Full colour printing Binding: Saddle Stitching	Lump Sum	4000 (2000/yr)	R	R
ix.	Posters	Size: 594 x 841mm Printed on ready to hang Canvas Full colour Finish: Standard	Lump Sum	50	R	R
x.	Presentation Folders with pocket	Paper: 250gsm Matt Format: 30 x 21.5 cm (3-5 cm flap) Colours: Full Colour on Both Sides	Lump Sum	200	R	R
xi.	Fabric Sock S Banner	Aluminum Frame Double Sided Branding 100% Polyester Fabric Full Colour Dye Sublimation Print Bag with handles to carry Size: 2m(H) x 800mm(W)	Lump Sum	10	R	R
xii.	3 x Exhibition Stall Wall Banners	Size: 3m x 3m Fabric Wall Banners Colour: Full Colour Dye Sublimation Print Bag with handles to carry	Lump Sum	6 (3 x2 – 3mx3m)	R	R
e.	Branded Corporate Gifts and Promotional Material	Power banks 20W	Lump Sum	300	R	R
		Notebooks A5, 192 Pages	Lump Sum	1000	R	R

		Shopper Bags 45cm Reusable Canvas Tote	Lump Sum	1000	R	R
		USBs 16GB	Lump Sum	300	R	R
		Mousepads 22x18 nonslip rubber base	Lump Sum	1000	R	R
		Lanyards	Lump Sum	1000	R	R
		T- shirts Polyester	Lump Sum	300	R	R
		Jackets Soft Shell	Lump Sum	150	R	R
		Insulated Travel Mugs Skinny 500ml	Lump Sum	300	R	R
		Pens Black ball points	Lump Sum	1000	R	R
5. Stakeholder Engagement						
a.	4 x Ministerial Engagements	Events Planning Event Execution Post event Management	Hours	40	R	R
b.	4x District Imbizos		Hours	40	R	R
c.	20 Community outreach engagements and meetings		Hours	40	R	R
d.	Other engagements		Hours	40	R	R
e.	Maintenance of Stakeholder Database	Updating of stakeholder information	Hours	24	R	R
f.	Maintenance of Stakeholder Issues Register	Updating of register with information and updates from each stakeholder engagement internal	Hours	48	R	R
g.	Meeting support services	Printed documentation, PA and Projection system	Lump Sum	24	R	R
6.	Content Management and Dissemination					
a.	Website and social media management: Webpage – X – Facebook – Instagram – YouTube – TikTok – LinkedIn	Create social media pages Managing and posting Develop and update content Develop videos, still images and graphic design services	Hours	104 (52/yr)	R	R

b.	Development of newsletter, Web and Social Media Content	Script development, shooting and editing High resolution photography, videography	Hours	104 (52/yr)	R	R
c.	Quarterly Newsletter	Size: A4 No. of pages: 20Pg Grammage: 128gsm ROF and 350gsm cover Production Printing and Lamination	Hours	08 X 500 copies + digital for website and social media	R	R
7. Project Management and Administration						
a.	Project Inception Report	Monthly Reports, scheduling of meetings, drafting agenda, minutes and action items	Hours	40	R	R
b.	Project Management, administration, client liaison	Arrangement of project and other governance meetings	Hours	120	R	R
c.	Milestone Progress Presentations	Preparation and delivery of presentations at ESD meetings	Hours	120	R	R
d.	Post Investment Summit Report	Capturing the objectives, performance, outcomes of event and lessons learnt	Hours	16	R	R
e.	Project Close Out Report	Indicating status and performance of deliverables	Hours	24	R	R
				15% VAT		
				Grand Total		

PRICING SCHEDULE NB: ANY AND ALL ALTERATIONS TO THE TENDER PRICE MUST BE SIGNED OR INITIALLED NEXT TO THE ALTERATION BY THE TENDERER'S AUTHORISED SIGNATORY. FAILURE TO OBSERVE THIS WILL DISQUALIFY THE TENDER. BID DOCUMENTS MUST BE COMPLETED USING NON-ERASABLE BLACK INK OR TYPED BIDS THAT ARE RECEIVED CONTRARY TO THIS REQUIREMENT WILL BE DISQUALIFIED

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details, conditions set out in the General Conditions of Contract, Special Conditions, and Technical Specifications attached and hereby agree to provide the services listed above and provide results and certificates to MISA in accordance therewith.

SIGNATURE: DATE: (of person authorized to sign on behalf of the Bidder)

SERVICE PROVIDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the Service Provider to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Service Provider's declaration.

- 2.1 Is the Service Provider, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the Service Provider, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the Service Provider or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The Service Provider 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the Service Provider, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² 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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the Service Provider with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the Service Provider was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON
PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT
SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of Service Provider

SBD 6.1

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

1.2 **To be completed by the organ of state**

- a) 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
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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

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

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)
Who are women (51% or more)	5	
Who has disability (51% or more owned)	5	
Who is a youth (18 to 35 years) (51% or more owned)	5	
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	5	
Total scored points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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:	
	
	
	