



KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

The Department of Sports, Arts and Culture in the Province of KwaZulu Natal hereby invites suitably qualified suppliers/and or services providers to submit quotations for the following bid(s):

Description of Goods /Services:	PROVISION OF PUBLIC RELATIONS, COPY WRITING AND EDITING, MEDIA LIAISON, SOCIAL MEDIA MANAGEMENT, GRAPHIC DESIGN, LIVE STREAMING AND RED-CARPET MANAGEMENT FOR KZN SPORT AWARDS – SPORT AND RECREATION HOUSE – 01 SEPTEMBER 2022		
Quotation Number:	DSAC630/2223		
Project Number:	IR97/2223		
Evaluation Criteria	Price Points: 80	BEE Points: 20	Functionality: N/A
Closing Date & Time:	25 AUGUST 2022 AT 11H00		
Services Required at/Delivery Address:	HEAD OFFICE: PMB		
Technical enquiries:	Contact Name: Mthoko Mkhize Email Address: Mthoko.mkhize@kzndsr.gov.za Contact No. 033 897 9454		
General/SCM enquiries:	Contact: Ms. Nokuthula Sikhakhane – 033 897 9485 Email Address: nokuthula.sikhakhane@kzndsr.gov.za		

TERMS AND CONDITION

1. The Department of Sports, Arts and Culture requires the item(s)/service described per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations:
 - 1.1. The conditions contained in the attached annexures apply.
 - 1.2. The price quotation must be submitted in a sealed envelope with the name and address of the bidder with the price quotation number and closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
 - 1.3. The price quotation must be faxed to **086 4588 033** or e-mailed to **minibids@kzndsr.gov.za** or hand delivered to: **Sport and Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201.**
 - 1.4. Price quotations submitted per mail must be sent per registered mail. The price quotation must still reach this office before the closing time. Failure to do so will invalidate the price quotation.
 - 1.4.1. The closing date of the bid will be on **25 AUGUST 2022 at 11h00** and will be valid for a period of 30 days after the closing date.
 - 1.4.2. The attached forms/annexures must be completed in full and returned with your price quotation.
2. **All communication regarding this bid before the closing date and time must be done in writing.**
3. You are advised to acquaint yourself with the contents of the attached General Conditions of Contract. **With regards the following goods and services:** Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where:
 - Roadworthy Certificates, PDPs and Proof of Liability Cover;
 - Registration Certificate and Practice Number in respect of Medical Service;
 - Certificate issued by the Financial Services Board with FSP number in respect of Insurance; and
 - PSIRA Registration Certificate in respect of Security Services.

Yours faithfully


Ms S. Phoswa
Acquisition

Date

22/08/22

QUOTATION FOR SUPPLY OF GOODS/SERVICES

DIRECTORATE/OFFICE: COMMUNICATION

QUOTATION/REQUISITION NO: DSAC630/2223 PROJECT NO: IR97/2223

CLOSING DATE: 25 AUGUST 2021 at 11h00 PRACTICE NO. (Medical/Insurance): _____

COMPANY NAME: _____ CSD NO. _____ PSIRA NO.: _____

CONTACT PERSON: _____ CONTACT NUMBER: _____

NO	DESCRIPTION OF SPECIFICATION (refer to attached specification)	QTY	UNIT PRICE	VAT	TOTAL PRICE
1.	Provision of public relations, copy writing and editing, media liaison, social media management, graphic design, live streaming and red-carpet management for KZN Sport Awards.	01			
TOTAL					

TERMS OF REFERENCE:

REQUEST FOR QUOTATIONS: PR and MARKETING SERVICES FOR THE KZN SPORT AWARDS 2022

INTRODUCTION AND BACKGROUND

The KwaZulu-Natal Department of Sport, Arts and Culture (KZNSAC) together with the KwaZulu-Natal Sport Confederation (KZNSC) will host the KwaZulu-Natal Sport Awards, in a bid to reward KwaZulu-Natal sports stars for their efforts in keeping the passion of sport alive in the hearts of millions of KwaZulu-Natal citizens through their efforts in local and international sports events. The KwaZulu-Natal Sports Awards have been created to recognise and honour individuals and teams who have excelled both on and off the field for the period 01 August 2021 to 31 July 2022. The Awards evening ceremony will be held on **Friday, 07 October 2022** at the Durban ICC.

REQUEST FOR QUOTATIONS

The Department is inviting quotations from PR, Marketing, Media and Advertising service providers who are reputable and suitably qualified to provide public relations service, including social media management, to promote the awards and popularize the KZN Sport Awards Brand, a sub-brand of the Department of Sport, Arts and Culture. This will include the pre, during and post event publicity and related activities.

KEY SPECIFICATIONS

Relevant and experienced service providers are to submit written proposals within the following specification:

- Draw up and implement the PR and social media marketing plans for the KZN Sport Awards 2022
- Writing, production and design of awards brochure and other promotional material
- Writing of content for press releases, brochures, social media, as well as provide copy tasting service for nominee citations for the main event.
- Coordinate media relations in collaboration with the Communication Directorate, including drafting and distribution of media statements, information packs & scripts
- Establish and maintain awards social media presence, ensuring wider reach, including promotion of event vote line (content creation, infographics and video clips). (Facebook, twitter & Instagram). To include budget not exceeding R10 000 for boosting of social media pages

- Set up and manage live streaming of Sport Awards ceremony on social media and YouTube channel, including red carpet activities and awards ceremony (instant video clips of highlights)
- Organise and manage the red-carpet activations, including displays, red carpet hosting, streaming and set up, with prior approval of plans by the Sport Awards LOC.
- Propose relevant activations to promote the awards.
- Provide media monitoring service to track media and other coverage
- Provide graphic design service (including content development and creative work) related to promotional items (at short turnaround), including posters, digital material, infographics, event brochures invitations, branding material, newspaper and digital adverts. These include:
 - 1X32 Page A4 size brochure
 - 4 x tabloid size newspaper advertorials
 - 10 x 20x4 adverts
 - 20 x social media cards & banners

SPECIFIC NOTES AND REQUIREMENTS

Bidders are to provide at least three references with examples of similar work done as well as a comprehensive company profile.

The following conditions also apply:

- All work to be approved by the Department
- Department is to be responsible for the procurement of goods and services pertaining to agreed campaigns and within agreed budgets
- Service provider to only quote for professional fees and related production expenses, including social media campaign, live streaming of awards activities, graphic design, activations and red carpet/pop up studio set up and management as well as media management.
- Proposal to include a detailed execution plan of not more than six pages
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT where applicable.
- Price(s) must include all related expenses.

ENQUIRIES AND RESPONSES

All communication and requests for information relative to this Request for Quotations should be channeled to Mr Thabo Mofokeng on Thabo.Mofokeng@kzndsac.gov.za.

				b) Certified copy of title deed or certified valid lease agreement
	Maximum Points	50 Points	(Min 30 points)	

EVALUATION CRITERIA		MAX POINTS	POINTS Allocation	EVIDENCE
1	Understanding of the brief	Max 10 points	Good understanding of the assignment – 10 pts	Detailed proposal
1.	Proposed Concept	Max 15 points	Good Concept – 15 points Satisfactory concept -10 points Fair Concept - 5 points	Detailed proposal outlining product offering (Shortlisted bidders may be asked to present their proposal to an evaluation committee)
3.	Experience in a project of a similar nature	Max 15 points	5 points per completed project of a similar nature within last 24 months	a) Schedule of completed projects and references, listing: <ul style="list-style-type: none"> • Client • Client contact details • Date and duration of project • Value of project b) Company profile with evidence of projects listed above
4	Location of service provider	Max 10 points	10 points for companies based in eThekweni/Pietermaritzburg 5 points for companies from the rest of KZN	Bidders to provide either a) Copy of a utility account in the name of the company/director (not older than 2 months)

SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED

CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER: _____

DELIVERY DATE: _____

VALIDITY PERIOD OF QUOTATION: _____

PLEASE TICK ✓ THE RELEVANT FIELD

ARE PRICES QUOTED FIRM:	YES		NO	
SUBMISSION OF B-BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT:	YES		NO	
VALID TAX CLEARANCE CERTIFICATE:	YES		NO	
ENTITY BAS REGISTRATION:	YES		NO	

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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IS THIS OFFER STRICTLY TO SPECIFICATION? IF NOT, GIVE VARIATION	YES		NO	
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VARIATION:

IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER)

SECTION C: QUOTATIONS FOR SERVICES (courses/workshops etc.)

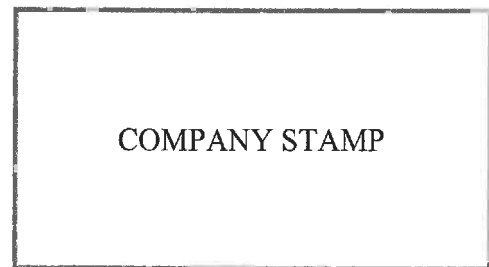
The following information must be submitted on a separate schedule

- (a) Operational plan/methodology/approach;
- (b) Breakdown of costing;
- (c) Curriculum Vitae of course/workshop facilitators; and
- (d) References - work experience

SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION D: KINDLY USE COMPANY STAMP AND SIGN

Name and Surname (*Please print*):

Delivery address: _____



Signature: _____

Capacity: _____

SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:

Email or Fax documents strictly and specifically to: minibids@kzndsr.gov.za OR 086 598 1869

2.2 (SBD 2)
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The valid original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

OFFICIAL COMPANY STAMP

BIDDER'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 bidder 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. Bidder's declaration

2.1 Is the bidder, 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
2.2			

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.

Do you, or any person connected with the bidder, 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 bidder 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 bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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 bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in

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.

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 bidder 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 bidder