

REQUEST FOR QUOTATION (RFQ)

TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES FOR BOARD SECRETARIAT FUNCTIONS TO SUPPORT THE BOARD OF TRADE & INVESTMENT KWAZULU NATAL.

RFQ NO	RFQ202627-54
RFQ ISSUE DATE	30 SEPTEMBER 2026
COMPULSORY SITE BRIEFING SESSION	N/A
RFQ DESCRIPTION	TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES FOR BOARD SECRETARIAT FUNCTIONS TO SUPPORT THE BOARD OF TRADE & INVESTMENT KWAZULU NATAL.
CLOSING DATE & TIME	06 OCTOBER 2026 @ 12H00
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

KwaZulu-Natal Office
Trade & Investment House, 1 Arundel Close,
Kingsmead Office Park, Durban, 4001,
South Africa
PO Box 4245, Durban, 4000, South Africa
+27 (0) 31 368 9600
+27 (0) 31 368 5888

Gauteng Office
Financial Place, 99 George Storrar Avenue,
Groenkloof, Pretoria, 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774
info@tikzn.co.za
www.tikzn.co.za / www.exportkzn.co.za

DIRECTORS: Mr M B Myeni (Chairperson), Prof A T Nzama (Deputy Chairperson), Adv B N Buthelezi, Dr J Channing, Ms S Dlungwane, Mr B E Mkhize, Dr S K Mpungose, Dr S Ndlovu, Cllr M N Zulu, Mr R N Ngcamu (CEO), Mr T V Mhlongo (CFO), Mr Z Sibisi (Company Secretary)



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1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal (TIKZN) is a provincial trade and investment promotion public entity, mandated by the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to promote the province as an investment destination and to promote trade by assisting KwaZulu-Natal (KZN) based companies to identify markets to export their products.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2, section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

Trade & Investment KwaZulu-Natal requires Board Secretariat services to support the entity to oversee various governance functions of the entity to ensure adherence to and provide guidance on legislation and relevant prescripts; to support the Board towards the achievement of TIKZN mandate, strategic goals and objectives. The Successful service provider will be accountable to the Board, through the CEO, on functional areas and responsibilities. TIKZN currently has three sub-committees which all sits at least quarterly prior to the Board meetings:

- Audit, Risk & Compliance Committee (ARC)
- Human Resources, Social and Ethics Remuneration Committee (HRSEC)
- Trade & Investment Committee (TIC)

The “Board” also sits at least once a quarter and on ad-hoc basis to deal with matters outside of scheduled meetings as and when required.

In addition, the services to be provided must include, for a limited period during the duration of the contract, the oversight and coordination of certain aspects of the organisation’s compliance function, particularly in relation to risk management and Broad-Based Black Economic Empowerment (B-BBEE). These responsibilities will be undertaken at a coordination level and will not constitute the permanent transfer of these functions to the service provider. In respect of risk management, the successful service provider will be expected to coordinate and facilitate the

required risk workshop with the Board and relevant internal stakeholders. In relation to B-BBEE compliance, the service provider will be required, for the specified limited period, to make available an appropriate resource to coordinate with internal stakeholders in collating the information and supporting documentation required for submission. This will include liaising with the appointed B-BBEE agency responsible for supporting the organisation on B-BBEE compliance matters and ensuring that all required information is provided within the prescribed timelines.

3. PURPOSE

The purpose of this RFQ is to seek suitably qualified service provider that will provide Board Secretariat Services to TIKZN for a period of ten (10) months, with the option to extend for a further 2 months to 12 months.

4. SCOPE OF WORK

The successful service provider will be responsible for the following:

Description of Items/Services Required

Specifically, the following scope of service will need to be met by the appointed service provider:

4.1 Board Secretariat Services

- Provide secretarial services to the Board, and all subcommittees of TIKZN,
- Schedule and coordinate attendance for all meetings to ensure quorum is met and confirmed, prior to the meeting,
- Compiling and circulating the draft agenda, previous meeting minutes and action lists in preparation for the meeting, in consultation with the CEO
- Collate, index and paginate the meeting document pack, including following up on outstanding information to ensure completeness,
- Distribute the document pack seven days before the meeting, electronically and/or on iBoard system,
- Logistical arrangements, attendance of all meetings, ad-hoc meetings and workshops (virtually and in-person) and board strategy/risk session,
- Assisting and/or preparing the Chairperson and committee chairperson's committee reports,
- Assist Finance to compile each Board members claim forms, preparation time and travel (where applicable) and accurately and efficiently manage the claims process working closely with the CFO and CEOs offices,
- Compile meeting administrative documents which must include the meeting attendance register (hard copies or virtual) and declaration of interest forms,
- Provide and/or facilitate legal opinion and governance advice, etc as and when required at the Board meetings, and
- Ensure effective filing of Board documents and assist with Internal Audit and Auditor General's governance information requirements, as and when required.

4.2 In Meeting Assistance

Description of Items/Services Required

- Provide in-meeting assistance to Chairperson of the Board, chairpersons of subcommittees and the CEO in respect of general corporate governance practice and procedures, including compliance to guidelines for SOE and/or King IV governance principles and prescripts, and to ensure that meetings are arranged and conducted in a professional manner.
- Provide support to Board, its subcommittees and the CEO, in respect of corporate governance, legislative requirements and duties.

4.3 Reporting and Record keeping

- Compiling meeting minutes and action list, which must be circulated within two weeks of the meeting, and effecting any amendments thereto as required.
- Compile and format Board resolutions and maintain the resolutions register,
- Ensure all meeting minutes and resolutions are duly signed by the respective Chairperson
- Recording (voice) of all meetings, and safekeeping of all meeting administrative documents, master copy of the document pack, minute books and meeting recordings.
- Provide input and assistance in drafting the annual report, specifically related to the corporate governance information and functions.
- Provide Board information required in the quarterly reports.

4.4 Board Compliance and performance

- Conduct a review of the Board and subcommittee charters.
- Update and/or draft annual work-plans for Board and the subcommittees aligned to their duties and responsibilities in order to meet reporting deadlines,
- Ensure that all Board documents are secured to guarantee and maintain confidentiality,
- Conduct an annual Board assessment, including an assessment of all subcommittees of the Board.
- Conduct and/or ensure that annual Internal Audit assessment is conducted.
- Prepare an evaluation form for the evaluation of the Company Secretarial Service, to be conducted by the Board.

4.5 Risk Management and B-BBEE Compliance Coordination

- The successful service provider will be required to provide coordination and administrative support in relation to TIKZN's risk management and B-BBEE compliance functions. The role of the service provider in these areas will be at a coordination level, with the relevant internal stakeholders retaining responsibility and accountability for their respective functional areas.
- In respect of risk management, the service provider will be required to:
 - Coordinate and facilitate the annual Business Units (7), OPCO/EXCO and Board Risk Workshops and any other risk-related workshops or engagements requiring Board participation.

Description of Items/Services Required

- Coordinate with the Board, Executive Management and relevant internal stakeholders to ensure their participation in the risk management process.
- Facilitate the collation and circulation of documentation and information required for the Board Risk Workshop.
- Provide the necessary secretariat and administrative support for the workshop, including scheduling, meeting arrangements, documentation, recording of proceedings and tracking of agreed actions.
- Coordinate the submission and escalation of risk-related matters requiring consideration by the Audit and Risk Committee and/or Board, where applicable.
- In respect of B-BBEE compliance, the service provider will be required to:
 - Make available an appropriate resource to coordinate TIKZN's B-BBEE compliance information and submission requirements.
 - Liaise with relevant internal business units and stakeholders to obtain, collate and coordinate the information and supporting documentation required for B-BBEE verification and other compliance processes.
 - Liaise and coordinate with the B-BBEE agency appointed by TIKZN to provide specialist B-BBEE compliance and verification support.
 - Facilitate engagements between the appointed B-BBEE agency and relevant internal stakeholders where clarification, additional information or supporting documentation is required.
 - Monitor information requirements and submission timelines to ensure that all required documentation is provided to the appointed B-BBEE agency within the prescribed timeframes.
 - Maintain appropriate records of B-BBEE information submitted and track outstanding information and actions arising from the compliance process.

4.6 Meeting Venues and Travel Logistics

- Trade & Investment KwaZulu-Natal House, 1 Arundel Close, Kingsmead Office Park Durban, 4001. Board and subcommittee meetings may take place virtually and/or at other location as determined with the Chairperson of the Board, subcommittee and the CEO. The service provider will be responsible for coordinating the booking of venue.
- The service provider will also be expected to coordinate the travel logistics for Board, including booking accommodation in consultation with the Travel Agency contracted to TIKZN.

4.7 Reporting Lines

- Chief Executive Officer and
- Chairperson of Board.

Description of Items/Services Required

4.8 Deliverables

- Meeting attendance, minute taking and all related meeting administration.
- Formal, typed draft and final meeting minutes, including action list schedules.
- Up-to-date Board Resolutions Register.
- Meeting scheduling, coordination and all related administration, including the preparation and circulation of meeting packs.
- Board and subcommittee assessments.
- Updated Board and subcommittee charters.
- Reporting on the number of meetings held and attendance thereof.
- Development and/or updating of the Annual Work Plan.
- Narrative of activities and key focus areas for inclusion in the Annual Report.
- Submission of Board information for inclusion in the Annual Report.
- Coordination and administrative support for the annual Board Risk Workshop, including scheduling, preparation and circulation of relevant documentation, coordination with Board members and internal stakeholders, and tracking of agreed actions.
- Coordination of B-BBEE compliance information and supporting documentation required from relevant internal stakeholders for submission to the appointed B-BBEE agency.
- Liaison with the appointed B-BBEE agency and relevant internal stakeholders to facilitate the provision of required information, address outstanding information requirements and track submissions within the prescribed timelines.
- Maintenance of appropriate records relating to B-BBEE information submitted and outstanding compliance requirements.
- Annual close-out report to the Board and CEO and/or handover report to the Company Secretary, incorporating the status of relevant governance, risk coordination and B-BBEE compliance coordination matters.

4.9 Resource Requirements

- This is an outsourced service. The successful bidder will be provided with office space at TIKZN when required. Bidder to indicate the allocation of a team of no more than two people that will be assigned to Trade & Investment KwaZulu-Natal for the duration of the assignment.

NB: The quotation should cover all applicable costs

5. EVALUATION PROCESS

5.1 Phase 1: Mandatory requirements

- The Bidder must complete the section below by answering YES or NO. If, Yes, please attach proof. It must be noted that the bidder/company must satisfy the below mandatory requirements in order to proceed to the next phase of evaluation.

NO.	REQUIREMENT	COMPLY: YES OR NO
1	Professional registration with the Professional Body / Institution. The Bidder's team leader must submit documentary proof of their current registration with the Southern African Institute of Chartered Secretaries and Administrators (Chartered Secretaries South Africa)	

NOTE: Failure to meet the above mandatory requirements will lead to the Bidder being disqualified and not further evaluated for administrative requirements.

5.2 Phase 2: SCM Administrative Requirements

- 5.2.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.2.2 The SBD 4 form must be completed, signed by the authorized company representative.
- 5.2.3 The SBD1 form must be completed, signed by the authorized company representative.
- 5.2.4 The POPIA consent form must be completed, signed by the authorized company representative.
- 5.2.5 The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information for phase 2 may lead to the bidder's proposal not being considered further.

5.3 Phase 3: Functionality Criteria

- Only bid proposals that meet administrative requirements will be further evaluated on functionality criteria,
- N.B:** The Bidder must score a minimum of 70% during Phase 3 (functionality / technical) of the evaluation to qualify for Phase 4 of the evaluation where only points for Price and Specific Goals Scoring will be considered.
- The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Company information and relevant experience	The company should demonstrate relevant experience in providing company secretarial, Board governance and related compliance coordination services, preferably to public entities, by submitting a company profile.	Indicator	10

	No relevant experience of the company	0	
	1–2 years’ relevant experience of the company	5	
	3–4 years’ relevant experience of the company	8	
	More than 4 years’ relevant experience of the company	10	
Number of Completed Similar Projects in the Government Sector in the Last Five (5) Years	The bidder must attach duly signed relevant reference letters to qualify for the indicated points. References must be on the clients’ letterheads, signed by the respective authorised representatives and include contact details. The letters must not be more than five (5) years old and must include the name of the organisation, contact person details, contract amount, work performed and dates when the work was performed. Where the contract amount is not stated, the relevant award letter must be attached. Similar projects should relate to Company Secretarial, Board Secretariat, governance and/or related compliance coordination services.	Indicator	20
	No reference letter attached/irrelevant reference letter attached	0	
	1–2 relevant reference letters attached	5	
	3–4 relevant reference letters attached	15	
	5 or more relevant reference letters attached	20	
Expertise and Company Capacity	Bidders must submit a detailed programme and methodology demonstrating the skills and capacity required to provide the Board Secretariat services. The programme must demonstrate knowledge of legislation governing the roles and responsibilities of the Board and its committees; the PFMA and Schedule 3A requirements; King IV corporate governance requirements; strategic meeting management and meeting protocols; strong governance and administrative capabilities; coordination of the annual Board Risk	Indicator	45

	Workshop; and coordination of B-BBEE compliance information, including engagement with internal stakeholders and liaison with TIKZN's appointed B-BBEE agency.		
	No programme submitted	0	
	Poor programme: insufficient information provided	5	
	Adequate programme: key work items identified but limited detail provided	10	
	Good programme: all necessary work items identified, including Board Secretariat, governance, Risk Workshop and B-BBEE coordination requirements	20	
	Very good programme: all necessary work items shown, with clear sequencing, responsibilities, timelines and sufficient detail	30	
	Excellent programme: comprehensive programme covering all required work items, with clear sequencing, responsibilities, timelines, stakeholder coordination and links between tasks and risks, including a clearly defined approach to Risk Workshop and B-BBEE compliance coordination	45	
Key Personnel (Experience, Qualifications and Skills)	The Team Leader/Board Secretariat resource must have at least eight (8) years' relevant experience in Company Secretarial, Board Secretariat, legal and/or corporate governance services. The bidder must attach certified copies of the relevant qualifications and/or professional certificates and a comprehensive CV highlighting relevant experience. The proposed resource must also demonstrate the capacity to oversee the coordination of the annual Board Risk Workshop and B-BBEE compliance information requirements. The Team Leader must be appropriately registered with a recognised professional body for governance professionals/company secretaries.	Indicator	25
	Team Leader/Board Secretariat: Minimum eight (8) years' relevant	25	

	experience and compliance with the qualification and experience requirements above and registered with the appropriate body		
	Team Leader/Board Secretariat: Minimum eight (8) years' relevant experience and compliance with the qualification and experience requirements above and not registered with the appropriate body	15	
	Non-compliance with the above requirements	0	
	NOTE: Bidders must meet the full requirements in order to obtain full points.		
	NOTE: Bidders must also submit the required CV for both personnel and relevant qualifications.		
TOTAL POINTS ON FUNCTIONALITY			100

5.4 Phase 4: Price and Specific Goals Scoring

5.4.1 Pricing Considerations

- Rates are based on an estimated 80 hours per month
- Bidders' price quotations must be inclusive of all applicable taxes (including VAT)
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.
- Bidders' total price weighs 80 points.

The following requirements must be included in the proposal:

- Indicate hourly rate
- Disbursement rates (Travel expenses (rate per KM), Travel time cost, and any other administrative fees

NB: The preferred bidder to provide a detailed time sheet when claiming.

The price proposal should be in the following format:

Options	Rates	Standard Estimated Hours per month	Total
Hourly Rate Team Leader		20hours	
Hourly Rate Second		60 hours	

Resource			
TOTAL (inclusive of vat) @15%		80 hours per month	

***Note:** The above rates must exclude travel, administrative and operational costs, which will be billed as and when the service provider incurs them. Any additional hours to be charged at the rate indicated above by the bidder.

5.4.2 Specific goals

- The bidder must submit the SBD 6.1 preference points claim form.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
1. Ownership (Gender): 51% or more women ownership=10 Points Proof of claim: RSA Identity document of the director /CSD report CSD Report/BBBEE Certificate/Affidavit Bidders will less than 51% women ownership will score zero points	20
2. Promotion of enterprises located in KZN= 5 Points Proof of claim: Certified copy of utility bill for property rates/a copy of a lease agreement/letter signed by ward councillor. Bidders who reside outside KZN will score zero points	
3. Ownership (Race): 100% Black owned= 5 Points Proof of claim: RSA Identity document of the director /CSD report ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit Bidders with less than 100% black ownership will score points	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed. Failing to submit will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.

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 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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 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

Consent to Process Personal Information
in terms of
Protection of Personal Information Act No. 4 of 2013

(MANDATORY FOR ALL INTERACTIONS WITH TIKZN)

I, the undersigned _____
(Full Name and Surname)
(Hereinafter be referred to as the "Data Subject")

ID number _____
(If not available, date of birth & passport number)

Address _____

hereby give my consent to Trade & Investment KwaZulu-Natal (TIKZN), who is a Responsible Party¹ to process² my Personal Information for the following purposes:

	Providing me with advice, products and services that suit my needs as requested
YES	To conduct Central Supplier Database ("CSD") reference searches
YES	To process my applications and requests
	To notify me of new services, opportunities that may be of interest to me
YES	To confirm, verify and update my details
YES	To comply with any legal and regulatory requirements
	To conduct qualification verifications, credit checks, reference checks, criminal record checks, psychometric assessment and/or reporting to regulating authorities.
	Add further details of purposes:

I furthermore authorise TIKZN to verify my identity and any information I have provided. This personal information will not be shared with any third parties without my specific approval and will not be sold, distributed or leased to third parties unless my permission has been granted or required by law to do so.

I furthermore unconditionally indemnify TIKZN against any liability which results or may result from furnishing information in this regard.

TIKZN will not be liable for any damages of any kind arising from my use of their services, including but not limited to direct, indirect, incidental, punitive and/or consequential damages.

I further understand that should I not give my consent to the processing of my personal information for the purpose specified above, then TIKZN will not proceed with said purpose.

Signed at _____ on this ____/____/_____
(Place) (Day) (Month)(Year) (Signature of Employee)

¹ "responsible party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

² "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:
(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
(b) dissemination by means of transmission, distribution or making available in any other form; or
(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (TRADE AND INVESTMENT KWAZULU NATAL)					
BID NUMBER:	RFQ202627/54	CLOSING DATE:	06 OCTOBER 2026	CLOSING TIME:	12H00 PM
DESCRIPTION	TRADE & INVESTMENT KWAZULU-NATAL SEEKS THE SERVICES FOR BOARD SECRETARIAT FUNCTIONS TO SUPPORT THE BOARD OF TRADE & INVESTMENT KWAZULU NATAL.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
quotations@tikzn.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON		
TELEPHONE NUMBER	031 368 9600		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@tikzn.co.za		E-MAIL ADDRESS		
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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, 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:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(Delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	20	20
Ownership (Gender): 51% or more women ownership = 10 Points Proof of claim: RSA Identity document of the director /CSD report CSD Report/BBBEE Certificate/Affidavit Bidders with less than 51% women ownership will score zero points	10	
Promotion of enterprises located in KZN= 05 Points Proof of claim: Certified copy of utility bill for property rates/a copy of a lease agreement/letter signed by ward councillor. Bidders who reside outside KZN will score zero points	05	
Ownership (Race): 100% Black owned = 05 Points Proof of claim: RSA Identity document of the director /CSD report ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit Bidders with less than 100% black ownership will score points	05	

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:

- 4.7. 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 because 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 because 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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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