

## REQUEST FOR QUOTATION (RFQ)

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PLACEMENT OF BROADCAST ADVERTISEMENT OF THE UMKHANYAKUDE DISTRICT ONE STOP SHOP.**

RFQ No.	RFQ202526/32
RFQ ISSUE DATE	25 JULY 2025
COMPULSORY SITE BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PLACEMENT OF BROADCAST ADVERTISEMENT OF THE UMKHANYAKUDE DISTRICT ONE STOP SHOP ON RADIO STATION
CLOSING DATE & TIME	31 JULY 2025 AT 12:00 PM
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@tikzn.co.za">quotations@tikzn.co.za</a> (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

**Bidders must submit responses via e-mail at:** [quotations@tikzn.co.za](mailto: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:** \_\_\_\_\_

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## REQUEST FOR QUOTATION (RFQ)

### APPOINTMENT OF A SERVICE PROVIDER FOR THE PLACEMENT OF BROADCAST ADVERTISEMENT OF THE UMKHANYAKUDE DISTRICT ONE STOP SHOP.

#### 1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In 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

As KwaZulu-Natal's official investment promotion agency, TIKZN proudly manages the province's investSA One Stop Shop (OSS), a national initiative spearheaded by the Department of Trade, Industry and Competition (the dtic). This vital collaboration streamlines investment facilitation, aftercare, and retention.

Beyond housing the main OSS in Durban, TIKZN has pioneered District One Stop Shops to bring business development and investment facilitation services closer to businesses in remote areas, fostering economic upliftment across the province. With support from the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), TIKZN has successfully rolled out OSS in uMgungundlovu, Harry Gwala, iLembe, Ugu, and most recently, uMkhanyakude Districts.

To maximize the impact of the newly launched uMkhanyakude One Stop Shop, we plan to raise awareness of its services through strategic broadcast advertising on community radio station broadcasting in the uMkhanyakude District.

#### 3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request a suitable service provider to submit their quote for media buying of programme sponsorship and/or live reads and interviews on a radio station broadcasting same geographical location as the uMkhanyakude OSS and close surrounds.

#### 4. SCOPE OF WORK

Provide airtime for programme sponsorship and/or live reads and interviews on community radio station broadcasting in the uMkhanyakude District.  
Content to be placed on prime-time morning and/or afternoon show with the highest listenership. Radio station must broadcast in either English or Zulu medium.

Description
<ul style="list-style-type: none"> <li>• Programme sponsorship and/or live reads and interviews on air at radio station.</li> </ul>
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• TIKZN to provide content based on parameter guidelines required by service provider.</li> <li>• All information to be supplied from one point of contact to service provider (Nosipho Mngoma)</li> </ul>

## 1. EVALUATION PROCESS

### 5.1 Phase 1: SCM Administrative Requirements

- 5.1.1 The service provider must submit their company profile.
- 5.1.2 The service provider must submit proof of registration on CSD (Central Supplier Database) and SARS PIN.
- 5.1.3 The SBD 4 form must be completed and signed by the authorized company representative.
- 5.1.4 The SBD1 form must be completed and signed by the authorized company representative.
- 5.1.5 The POPIA consent form must be completed and signed by the authorized company representative.
- 5.1.6 The bidder must submit the SBD 6.1 preference points claim form.

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

### 5.2 Phase 2: Compliance with RFQ Specifications

- 5.1.7 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.1.8 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

### 5.3 Phase 3: Price and Specific Goals Scoring

#### 5.4.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.

#### 5.4.2 Specific Goals

- a) The bidder must submit the SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	20
<b>1. Black Ownership: 100% black owned: 05 points</b> Proof of Claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
<b>2. Women Ownership: 51% or more = 05 points</b> Proof of Claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit	
<b>3. RDP Goals</b> <b>Promotion of enterprises located in KZN province for work to be done or services to be rendered =10 points</b> Proof of claim: copy of the utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councilor.	
<b>Total Points</b>	<b>20</b>

*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 and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both 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**

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

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