



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



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Beneficiary	Municipal Infrastructure Support Agent (MISA)
Project Name	Appointment of a suitable and professional communications service provider to render comprehensive Communication, Marketing and Branding services for the Eastern Seaboard Development on behalf of the Municipal Infrastructure Support Agent (MISA) for a period of 24 months.
Reference No.	MISA/CESB/027/2024/25
Contact Person	Ms. Dineo Kau
Closing Date	17 March 2025
Closing Time	11:00
Briefing session (Compulsory)	1303 Heuwel Avenue, Centurion, Riverside Office Park, Letaba House, First floor 03 March 2025 at 10am
Name of the Tender's	
Tender Amount	
BBB-EE Level Status	

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1. INVITATION

The Municipal Infrastructure Support Agent (MISA) invites a suitable and professional Communication service provider with the necessary experience to render overall communication, marketing and branding services for its flagship project known as the Eastern Seaboard Development (ESD) 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) as 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/rural development and the case of Eastern Seaboard, also focus on rural revitalization.
- 2.2. The Region has been identified as a strategic area by the three spheres of government as a key area of investment (IPCC; NSDP, 2030), covering an area spanning the southern coastline of the KwaZulu-Natal (KZN) and the northern part of the Eastern Cape (EC) Provinces and spans across four (4) Districts and seventeen (17) Local Municipalities. Figure 1 illustrates the ESDR spatially.
- 2.3. The rationale for the Eastern Seaboard Development is to leverage the untapped opportunities the coastline between KwaZulu-Natal and Eastern Cape has to offer for the substantial improvement of the livelihoods of people in the region at large but particularly to address the spatial disparities in socio-economic opportunities. In addition, there is a need for government to acutely focus its collective resources to substantially address development in the region with the poorest communities, to properly 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 issued by the then Minister 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 to develop a Regional Spatial Development Framework (RSDF) that will give effect to national land-use policy 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

coordination and along with other sector departments has been tasked with leading a process to facilitate the development the Eastern Seaboard Development.

3. OBJECTIVES

- 3.1. The Eastern Seaboard Development has reached its final planning phase and has now progressed to aggressively showcase its potential through mass marketing and promotion of the value proposition of investment potential, as well as employment 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 and plan to effectively communicate the Eastern Seaboard Development vision, intended outcomes and investment opportunities in the earmarked Region, with the aim of raising awareness and raise awareness amongst beneficiaries and key Eastern Seaboard champions (CoGTA, MISA, KZN & EC provinces, 4 Districts and traditional leadership), whilst profiling and positioning the Eastern Seaboard Development Region to attract potential investors, partnerships and 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
 - Civil society and the
 - General public.

4. LOCATION

- 4.1. The appointed service provider will be required to travel to these below mentioned Locations where the Eastern Seaboard Development will be developed:

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	Ngquza Hill LM	Matatiele LM
Greater Kokstad LM	Umdoni LM	Port St Johns LM	Umzimbuvu LM
Ubuhlebezwe LM	Umzumbe LM	Nyandeni LM	Winnie Madikizela-Mandela LM
Umzimkhulu LM	Umuziwabantu LM	Mhlontlo LM	Ntabankulu LM
		King Sabatha Dalindyebo LM	

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

5. LOGISTICS AND TRAVELLING

- 5.1 The successful bidder will conduct day-to-day duties from their location and carry the costs of travelling and accommodation of personnel as well as transportation of equipment and MISA will reimburse the travel costs in accordance with the MISA travel policy and the transport tariffs as per the Department of Transport's.

6. SCOPE OF WORK

The development and implementation of the Eastern Seaboard Development (ESD) Communications, Marketing and Branding Strategy will focus on the following key areas to cover the developments in the planning phase of the ESD Programme as well as the implementation phase and as communications needs, the strategy will need to align accordingly, meaning that the communications and messaging should closely follow the developments of the ESD Programme.

The successful bidder is expected to deliver on the above objective, by undertaking the following key activities:

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

- A detailed stakeholder engagement plan with emphasis on potential investors for the ESD which will clearly outline and segment stakeholders to enable the development of target audience focused messaging. The stakeholder engagement plan will be informed by the stakeholder mapping which has already been undertaken by the Social Facilitation team.
- Implementation of government wide internal communication plan to promote advocacy, buy-in and support.
- Develop and implement a media engagement plan which will include media monitoring.
- Develop and implement a crisis management communication plan as necessary.
- Support the communication and branding of the following Programme events and or high-level strategic engagements:
 - 4 x Ministerial Level Engagements
 - 4 x District level Izimbizo's through the DDM structures;
 - 2 x Annual Investment conferences and other ESD high-level events that may be identified by the ESD Programme

6.2. 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.

- Develop an investment book (profile) for the region (ESD)
- Organise annual investor engagement sessions (x 2)

6.3. Develop a clear branding and Corporate Identity plan to enable brand positioning of the Eastern Seaboard Development, which will include:

- Design a logo for the Eastern Seaboard development as per the client's brief.
- Trademark and registration of the logo with the Companies and Intellectual Property Commission.

6.4. Packaging of content for dissemination across different platforms e.g pamphlets, posters, newsletters, ESD website and others with the aim of profiling the endowments, investment opportunities, developments, and milestones of the project.

- Review current promotional material and enhance. The appointed service provider should ensure that there is consideration and usage of at least three languages spoken in the area with inclusion of English.
- Management of the ESD website (www.easternseaboard.gov.za) for a twelve (12) month 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 Facebook and linked in pages. Include promotions/ boost/ paid advertisement on social media. Create and manage other social media accounts.
- High resolution photography, videography (which includes script development, shooting and editing) static and dynamic graphic design services.
- Layout, design and printing of branding items e.g. banners, tablecloths and other memorabilia
- Application of the Eastern Seaboard Development logo across all products and stationery.

7. DELIVERABLES

The main outputs envisaged for the service provider to be appointed are listed as follows:

- 7.1. A Communication, Branding and Marketing Strategy which will demonstrate a work plan with a breakdown of key activities, timeframes and implementation of the stakeholder management plan, media engagement plan, social media plan, public relations plan, crisis communication plan.
- 7.2. A detailed Investment Strategy to profile, promote and position the Eastern Seaboard Development offering for attraction of investment.
- 7.3. A clear branding and Corporate Identity Plan to enable brand positioning of the Eastern Seaboard Development

- 7.4. Packaging of content for dissemination across different platforms, including a high-resolution promotional video that will showcase attractions and endowments found in the area and a visually appealing modelling of the envisaged region in high-definition visual idea of what the new smart city will look like.
- 7.5. Design and branding support for the maintenance of the Eastern Seaboard Website over a 12-month period.

8. PARTIES OBLIGATIONS

8.1. Service Provider Obligations

The service provider undertakes to:

- 8.1.1. Act as an independent contractor in respect of the work.
- 8.1.2. 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.
- 8.1.3. 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 deliverables outlined above.
- 8.1.4. Exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with professional standard.
- 8.1.5. The service provider shall in all professional matters comply with MISA policies and governments legislations.
- 8.1.6. Have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.

8.2. MISA'S OBLIGATIONS

- 8.2.1. MISA will monitor and evaluate all activities and reports on work delivered.
- 8.2.2. MISA will also coordinate intergovernmental relations processes relating to the project.
- 8.2.3. MISA will review, evaluate and approve the services provided by the service provider as stipulated in the terms of references on an on-going basis.
- 8.2.4. 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.

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9. PROJECT MANAGEMENT AND REPORTING

- 9.1 The appointed service provider will report to the Chief Director: Project Management Office and will be supervised by the Deputy Director: Communications. The detailed reporting requirements will be provided to the successful bidder during the contract negotiation and project inception phase.

10. COMPANY EXPERIENCE AND COMPETENCY

10.1 Company Experience:

- 10.1.1 The bidder (company) must have a minimum of **six** (06) years operational experience providing Public Relations, Communications and Marketing services with proven experience for clients in the public and private sector.
- 10.1.2 The bidder must submit three (3) reference letters on clients' letterhead, confirming previous/current provision of Communication, Marketing and Public Relations services rendered by the bidder and each reference letter must contain contactable details for verification purposes.
- 10.1.3 A detailed company profile together with a brief resume of the company management or directors.
- 10.1.4 Company must have experience managing project value exceeding three million rands (R3 000 000)

10.2 Project Team Leader Experience:

Detailed Resume and Experience of the project leader

- 10.2.1 Minimum National Diploma in Communications /Marketing/Public Relations/ Journalism/ Media studies.
- 10.2.2 Minimum ten (10) years' experience post qualification in developing and implementing Communications and marketing strategies in both the public and private sector where team leader has acted as a Project Manager.

10.3 The Project Team Members (minimum of six (6)) years of experience:

Detailed Resume and Experience of the project team members: Media strategist/Brand Manager

- Minimum required qualification is National Diploma in Marketing/ Public Relations/ Journalism
- Minimum of 6 years' experience post qualification in implementing media strategies, media research, media liaison and public relations

Detailed Resume and Experience of the project team members: Creative writer

- Minimum required qualification is National Diploma in Journalism/ Media studies
- Minimum of 5 years' experience post qualification in creative writing

Detailed Resume and Experience of the project team members: Photographer

- Minimum required qualification is Certificate in photography and videography/ audiovisuals
- Minimum of 5 years' experience post qualification in photography and videography.

Detailed Resume and Experience of the project team members : Graphic designer

- Minimum required qualification is Certificate in graphic design
- Minimum of 5 years' experience post qualification in graphic design using the latest software.

11. FORM OF PROPOSAL

Bidders are required to submit their proposals together with accurately completed bidding documents and the necessary supporting documents. In addition to this requirement, bidders are also requested to attach the following documents to support their bids:

11.1 Proposal:

The project proposal should detail the following:

- 11.1.1 Bidders must provide three (3) formally written and verifiable customer reference letters on successfully completed communications, public relations and marketing project
- 11.1.2 Reference letters should be on clients' letterheads, confirming previous/current provision of Communication services rendered by the bidder and each reference letter must contain contactable details for verification purposes.
- 11.1.3 Detailed resume and qualifications of the Project Leader and Project Team Members

12. Pricing

Tender prices must include all transport, labor, equipment's and yearly escalation to execute the contract. However, 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.


It is expected that the project be completed in a period of 24 months effective from the date that the contract is signed with service provider Only firm prices will be accepted.

Item Number	Description	Dimensions/Detail Specification	Quantity Required	Price (Vat Inclusive)
1.	Communication Branding and Marketing Strategy	The strategy should include the media engagement plan, social media plan, public relations with clear implementation plan	01	R.....
2.	Stakeholder engagement plan	Stakeholder segmentation Stakeholder mapping	01	R.....
3.	Corporate Identity and Stationery	Logo design	01	R.....
		Logo trademark	01	R.....
4.	Investment strategy	Investment book (profile)	01	R.....
		Annual investor engagement sessions	02	R.....
5.	Posters and Pamphlets	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	1000 copies of each	R.....
		A5 booklets X2 Page Count: 8 pages Cover Paper: 250-300 gsm Inside Paper: 100-150 gsm Color: Full-color printing Binding: Saddle Stitching	1000 copies of each	R.....
		Posters Size: 594 x 841mm	50 copies	R.....

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		Presentation Folders with pocket Paper: 250gsm Matt Format:30 x 21.5 cm (3-5 cm flap) Colors: Full Colour on Both Sides	200	R.....
6.	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)	10	R.....
7.	High-level strategic engagements	Events management services for Est of 500 people per event: Venue hire/ sourcing Equipment hire Transport Sound and stage Invitations and rsvp	12	R.....
8.	Website and social media management	Create social media pages on different platforms Managing and posting on existing Facebook and LinkedIn pages promote posts Develop and update content on the website and across all platforms Develop videos, still images and graphic design services	Ongoing	R.....
9.	Quarterly Newsletter	Size: A4 No. of pages: 20Pg Grammage: 128gsm ROF and 350gsm cover Production Printing and Lamination	08 X 500 copies + digital for website and social media	R.....
10.	Media engagement	Radio and TV interviews on local and national media platforms	2X a month	R.....
			Sub - Total	
			VAT	
			Grand - Total	

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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)

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13. EVALUATION OF PROPOSALS

Proposals will be evaluated to ensure responsiveness to the requirements of the bid. The preference point systems are applicable to this bid is 80/20 system for requirements with a Rand value of up to fifty million R50 000 000.00 (all applicable taxes included). 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.

13.1. STAGE 1 – MANDATORY REQUIREMENTS

Should the bidder fail to provide the mandatory required documents as stipulated, MISA will reject the bid proposal

- 13.1.1. A Completed and appropriately signed SBD forms: SBD 1, SBD 3.1, SBD 4,
- 13.1.2. Bidders must provide three (3) formally written and verifiable reference letters on clients' letterhead, for successfully completed communications, public relations and marketing project.
- 13.1.3. Joint Ventures/Consortiums 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.
- 13.1.4. 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.
- 13.1.5. The Bill of Quantities or 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 initialed by the Authorised signatory.
- 13.1.6. The tender documents issued by MISA must not be tampered and must remain intact.

Non-Mandatory requirements:

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

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

13.2. STAGE 2 – EVALUATION ON FUNCTIONALITY

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

NO.	FUNCTIONALITY CRITERIA	Points	Weight
1	<p><u>COMPANY EXPERIENCE</u></p> <p>Bidders must provide three (3) formally written and verifiable customer reference letters on successfully completed communications, public relations and marketing project.</p> <p>Reference letters should be on clients' letterhead, confirming previous/current provision of Communication services rendered by the bidder and each reference letter must contain contactable details for verification purposes.</p> <p>a) 4 or More Reference letters = 40 Points b) 3 reference letters = 30 points c) 2 reference letters = 20 points d) 1 reference letters = 10 points e) No letters or irrelevant letter = 0 points</p>	40	
2	<p><u>TEAM LEADER (X1)</u></p> <p>All resources will be scored on the basis of qualification and experience.</p> <p>Bidders must provide the copies of the qualification of the resources (Team leader) together with the CV detailing the relevant experience in communication, branding media and marketing, Failure to submit the copies of qualification and or CV, bidders will forfeit the points</p> <p><u>Qualification (Total 10 Points)</u></p> <ul style="list-style-type: none"> • Master's Degree and above in Communications /Marketing/Public Relations/ Journalism/ Media studies = (10) Points • Honours Degree in Communications /Marketing/Public Relations/Journalism = (07) Points • Bachelor's degree in communications/marketing/public Relations/Journalism = (03) Points • National Diploma in Communications /Marketing/Public Relations/Journalism = (02) Points • No Qualification or irrelevant qualification = 0 points <p><u>Year of experience (10)</u></p>	20	

	<p>Minimum Ten (10) years post qualification experience in developing and implementing Communication, Marketing and branding strategy in the public sector where the team leader has acted as a project manager.</p> <ul style="list-style-type: none"> • 0 ≤10 years = Points (0) • 10 years to less than 15 years = Points (7) • 15 and above = Points (10) 		
3	<p><u>MEDIA STRATEGIST/ BRAND MANAGER (X1)</u></p> <p>Bidders must provide the copies of the qualification of the resources (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 CV, bidders will forfeit the points</p> <p><u>Qualification (5)</u></p> <ul style="list-style-type: none"> • Bachelor's degree and B Tech in Marketing/ Public Relations/ Journalism = 10 Points • National Diploma in Marketing/ Public Relations/ Journalism= 3 Points • All qualifications below National Diploma = 0 points <p><u>Years of experience(5)</u></p> <p>Minimum of 6 years post qualification e experience in developing and implementing media strategies , media research, media liaison and public relations = Points (0)</p> <ul style="list-style-type: none"> • Less than 6 years = Points (0) • 6 years to less than10 years = Points (03) • 10 and above = Points (05) 	10	
	<p><u>CREATIVE WRITER (X1)</u></p> <p>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 CV, bidders will forfeit the points</p> <p><u>Qualifications (5)</u></p> <ul style="list-style-type: none"> • Bachelor's Degree B Tech in Journalism/ Media studies = (05) Points • National Diploma in Journalism/ Media studies = (02) Points • No Qualification or irrelevant qualification = 0 points 	10	

	<p><u>Year of experience (5)</u></p> <p>Minimum five (05) years in creating writing.</p> <ul style="list-style-type: none"> • Less than 5 years = Points (0) • 5 to less than 10 years = Points (3) • 10 years above = Points (5) 		
	<p><u>PHOTOGRAPHER (X1)</u></p> <p>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 CV, bidders will forfeit the points.</p> <p><u>Qualification (5)</u></p> <ul style="list-style-type: none"> • Diploma in photography and videography = (05) Points • Certificate in Photography and videography = (03) Points <p><u>Years of experience (5)</u></p> <p>Minimum five (05) years post qualification in photography and videography.</p> <ul style="list-style-type: none"> • 10 years and above = Points (5) • 5 to Less than 10 years = Points (3) • Less than 5 years = Points (0) 	10	
	<p><u>GRAPHIC DESIGNER (X1)</u></p> <p>Bidders must provide the copies of the qualification of the resources (Graphic designer) together with the CV detailing the relevant experience in Graphic design, Failure to submit the copies of qualification and or CV, bidders will forfeit the points</p> <p><u>Qualification (5)</u></p> <ul style="list-style-type: none"> • Diploma in Graphic design = (05) Points • Certificate in Graphic design = (03) Points <p><u>Years of experience (5)</u></p> <p>Minimum five (05) years in Graphic design.</p> <ul style="list-style-type: none"> • less than 5years = Points (0) • 5 to less than 10 years = Points (3) • 10 years and above = Points (5) 	10	
	TOTAL	100	

NB: Bidders must obtain a minimum threshold of **65 points** to be considered for further evaluation on price and Specific Goals.

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13.3. 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 B-BBEE/ PPPFA Regulations of 2022.

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

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS (B-BBEE)	20
TOTAL	100

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

80/20

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

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

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	5
Who has disability	5
Who is a youth	5
Location of enterprise (local equals province)	2
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	3
Total scored points	20

Specific goals": means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette No.16085* date 23 November 1994



“Ownership” means the percentage ownership and control, exercised by individuals within and enterprise.

“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform and activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968(Act no 26 of 1968)
- ii. A deaf person, whose hearing is impaired to such and extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb, or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act No. 18 of 1973)

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:

Procurement Requirement	Required Proof Documents
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report
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

13. SUB-CONTRACTING

- 13.1 Sub-contracting of the services to other companies or individuals is not permitted without the prior written approval of MISA. A service provider is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

14. MISA's RIGHTS

- 14.1 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.

- 14.2 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.
- 14.3 MISA reserves the right to conduct vetting and verify the validity of all certificates.
- 14.4 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.
- 14.5 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.
- 14.6 MISA reserves the right to impose penalties and/or cancel the contract when the Service provider does not perform according to the Scope.

15. REPORTING

- 15.1 The appointed bidder will report to the appointed Project Manager of MISA. The detailed reporting requirements will be provided to the successful bidder during the contract negotiation and project inception.

16. PAYMENTS

- 16.1 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.

17. BRIEFING SESSION (COMPULSORY)

- 17.1 Bidders are invited to attend a compulsory briefing session at the MISA Head Office 1303 Heuwel Avenue, Centurion, Riverside Office Park, Letaba House, First floor, on the **03 March 2025 at 10H00**. Attendance of the briefing session is compulsory.

18. SUBMISSION OF PROPOSALS

- 18.1 The Tender Documents will be made available on **24 February 2025** and will be uploaded on the eTender Portal and on the MISA website. The Tender Documents are not for sale and will also not be emailed to bidders. The Tender Documents must also 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 **17 March 2025** and must be enclosed in a sealed envelope clearly inscribed on the outside:

18.2 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.

18.3 Please note that the tender closes at **11h00am** on **17 March 2025**. No late submissions will be considered under any circumstances.

19. PERIOD FOR ACCEPTANCE OF PROPOSALS

19.1 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.

20. 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.

21. 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.

22. INTELLECTUAL PROPERTY

22.1 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.

22.2 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.

22.3 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,

End-User Initial: 

and data acquired under the auspices of this project remains the intellectual property of MISA.

23. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

23.1 Bidders must carefully examine the bid documents and in the event of doubt of anything contained in the documents.

23.2 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. Dineo Kau

E-mail: tenders@misa.gov.za