



## *Request for Proposals:*

**REQUEST FOR PROPOSAL - APPOINTMENT OF PREFERRED  
SERVICE PROVIDERS FOR THE PROVISION OF MARKETING  
AND COMMUNICATIONS SERVICES FOR THE COEGA  
DEVELOPMENT CORPORATION  
CDC/13/25 et al**

Report Nº  
**CDC-CEO-006-25**  
Contract No.  
CDC/13/25 et el

***CLOSING DATE: 02 February 2026***

***Classification: Public***

**Name of Bidder:** \_\_\_\_\_



## **DOCUMENT INFORMATION SHEET**

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The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

**PROJECT NAME** : REQUEST FOR PROPOSAL - APPOINTMENT OF PREFERRED SERVICE PROVIDERS FOR THE PROVISION OF MARKETING AND COMMUNICATIONS SERVICES FOR THE COEGA DEVELOPMENT CORPORATION

**DOCUMENT TITLE** : REQUEST FOR PROPOSALS

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### SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure for Control of Documented Information.

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<b>Distribution:</b>	<b>Potential Bidders</b>
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### REVISION CHART

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## 1 OVERVIEW OF THE COEGA DEVELOPMENT CORPORATION



The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a trans-shipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

As a State-Owned Entity, the CDC is wholly owned by the Eastern Cape Provincial Government in South Africa. The Eastern Cape Provincial Government led by the Premier through the DEDEAT is the 100% Shareholder and Executive Authority of the CDC.



The Department of Trade and Industry is the custodian of the Special Economic Zones policy in South Africa in terms of the Special Economic Zone (SEZ) Act, 2014 (Act No. 16 of 2014).

Such Act provides a clear framework for the development, operation and management of SEZs. The Act came into effect in May 2014, while the Regulations were promulgated on the 9th of February 2016. The legislation aims to boost private investment (domestic and foreign) in labour-intensive areas to stimulate job creation, competitiveness, skills Development, and technology transfer as well as increasing exports of beneficiated products through the establishment of special economic zones (SEZs). SEZs are geographically designated areas of the country, attracting targeted economic activities, which are supported and incentivized through a range of measures, including tax incentives and sectorial incentives, to name but a few.



## 2 INVITATION TO BID

The Marketing and Communication Business unit is inviting professional service providers to respond to the Request for Proposal (RFP) for the below mentioned services at all the Coega sites. The scope of work encompasses the following service referred to in Scope of Works point 3.

BIDDERS NAME: \_\_\_\_\_

Bidders are required to mark with an X next to the service being tendered for in the table below. Also, this table must be read and viewed in conjunction with the table on section 3 of this document (scope of work and criteria for assessment) especially in contracts recognitions and areas where service is required.

Contract No.	Service	Mark with an X next to the Service (s) being tendered for
CDC/13/25	Advertising and Marketing	
CDC/14/25	Public Relations	
CDC/16/25	Digital & Online	
CDC/17/25	Events Management	
CDC/18/25	Printing Services	
CDC/19/25	Branded Corporate Merchandise	



COEGA OFFICES	MARK WITH AN X THE OFFICES WHERE YOU WOULD LIKE TO PARTICIPATE
Gqeberha	
East London	
Mthatha	
Pretoria	
Durban	
Cape Town	

Bidders Signature: .....

Date: .....



### 3 SCOPE OF WORK

The detailed requirements and scope of works encompasses the following services:

**Table 1:**

NO.	CONTRACT NUMBER	PROJECT NAME	MAXIMUM NO OF SERVICE PROVIDERS REQUIRED PER OFFICE
1.	CDC/13/25	Advertising and Marketing	3
2.	CDC/14/25	Public Relations	3
3.	CDC/16/25	Digital & Online	3
4.	CDC/17/25	Events Management	3
5.	CDC/18/25	Printing Services	3
6.	CDC/19/25	Branded Corporate Merchandise	3

#### (I) Advertising and Marketing Services;

(a) The service provider will be required to develop a brand campaign for the CDC:

##### **Advertising and Marketing Services:**

- (i) a direct marketing campaign, creating concepts and messaging, producing all creative and copywriting, and preparing a detailed advertising plan or media schedule. Bidders must also manage media placements, monitor performance, and report results to support the CDC's objectives.
- (ii) Book, manage, and pay for media space on behalf of the CDC, as and when required, across both local and international media platforms. This includes securing competitive rates, coordinating placements, and ensuring timely flighting of all approved advertising.
- (iii) Submit proof of confirmation of "Credit Terms" from the media houses of not less than R1 million per quarter or R4 million per annum.
- (iv) Provide full production services for outdoor branding, including design adaptation, printing, fabrication, and delivery of all approved outdoor and indoor branding materials.
- (v) To submit a close-out report upon completion of each project.

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**(II) Public Relations Services;**

- (a)** The service provider is required to undertake the following Public Relations (PR) services when required by the CDC:
- (i) To provide strategic public relations support to the CDC as needed. This includes developing PR and media plans that strengthen the CDC's share of voice while mitigating reputational risk;
  - (ii) Offer stakeholder management support in all areas where the CDC operates, including potential engagements elsewhere on the African continent; and
  - (iii) Provide the latest qualitative and quantitative PR metrics, supported by clear reporting dashboards on all CDC PR services undertaken.
  - (iv) To submit a close-out report upon completion of each project

**(III) Digital and Online Services;**

- (a)** The service provider is required to perform the following services when required by the CDC:
- (i) Develop mobile applications for the CDC, including full support across Android, iOS and other relevant operating systems or platforms.
  - (ii) Support the enhancement, maintenance, and ongoing development of the CDC website, including .NET, CMS, digital functionalities and any related online services.
  - (iii) Provide comprehensive Search Engine Optimisation (SEO) services for all CDC websites, including analytics, performance monitoring, and recommendations to improve visibility and ranking.
  - (iv) To submit a close-out report upon completion of each project

**(IV) Event Management Services;**

- (a)** The service provider is required to perform the following services when required by the CDC:
- (i) Support the CDC in the management of small (up to 150 people), medium (between 151 and 500), and large events (beyond 500 people) as per the event management plan provided by the CDC.
  - (ii) Provide the CDC with the advanced digital guests management systems for RSVPs and registration;

- 
- (iii) Utilise the latest South African Government Protocol on events management. In addition, the service provider must have the experience in hosting Government events which include Officials, Diplomats, Presidency, etcetera.
  - (iv) Provide live streaming services for digital platforms, including social media, such as on Facebook, X, and YouTube, to name but a few;
  - (v) CDC with event related services, e.g. Deco, Furniture, Tents, Catering etc.

**(V) Printing Services;**

- (a) The service provider is required to perform the following services when required by the CDC:
  - (i) Provide high quality printing services using modern technology, covering but not limited to items such as corporate folders, large sized compliance posters, and specialised publications including the CDC Annual Report (full-colour, varnished, laminated covers, high-grade paper, and perfect binding). These examples illustrate the scope of work; however, CDC may request additional print products as required.

**(VI) Corporate Banded Merchandise Services;**

- (a) The service provider is required to perform the following services when required by the CDC:
  - (i) Provision of high-quality corporate branded merchandise to support the CDC's brand visibility and stakeholder engagement efforts;
  - (ii) Be able to customize and supply a broad range of branded items, making use of the latest product ranges available in the corporate merchandise industry; and
  - (iii) Provide the latest catalogue of currently available corporate gifts in the Continental regions to which the service provider has access.

## **4 TENDER CONDITIONS**

- (a) Respondents must comply with the CDC's Procurement Policy & Procedures.
- (b) The following legislation shall apply:
  - (i) Public Finance Management Act (PFMA) (Act No. 1 of 1999):
  - (ii) The Preferential Procurement Regulations 2022.

- 
- (iii) Consumer Protection Act (CPA) 68 of 2008
  - (iv) Electronic Communications Act (ECA) 36 of 2005
  - (v) Electronic Communications and Transactions Act (ECT Act) 25 of 2002;
  - (vi) Occupational Health and Safety Act and Regulations Act (Act No. 85 of 1993);
  - (vii) Compensation for Occupational injuries and disease Act (Act No.130 of 1993);
  - (viii) National Environmental Management Act, NEMA (Act No. 107 of 1998);
  - (ix) Disaster Management Act (Act No. 57 of 2002);
  - (x) Board-Based Black Economic Empowerment (BBBEE) Act (Act No. 53 of 2003), as amended by Act No. 46 of 2013);
  - (xi) Competition Act (Act No. 89 of 1998);
  - (xii) Protection of Personal Information Act (Act No. 4 of 2013); and
  - (xiii) Any other applicable legislation.
- (c) The 80/20 preference point system will be used where points allocation will be as follows:
- Price – 80.00
  - Specific goals – 20.00

The Preference Point System will be applied for evaluation purposes using the total sum of fee rates submitted by the Bidder(s). However, Bidder(s) will be appointed based on the fee rates.

- (d) Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses.
- (e) As per amended Generic sector codes, generic entities as well as Qualifying Small Enterprises (QSE) with less than 51% black shareholding are to submit a valid SANAS Accredited B-BBEE Verification Certificate. All Exempted Micro Enterprises (EME) and Qualifying Small Enterprises (QSE) with more than 51% black shareholding are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTIC B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise. A Sworn Affidavit must be completed only if a bidder does not have a BBBEE Accredited Certificate and is a SMME. If a bidder uses a generic Affidavit, a score of zero will be allocated under quantitative assessment. The Amended Construction codes affidavit MUST be the one completed to obtain points.

- (f) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0...
- (g) The CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and South African Revenue Services (SARS) website. Prospective bidders must ensure that they are Tax Compliant throughout the duration of the framework contract and when required to render services. The bidder will be given seven (7) day period to rectify tax if the bidder is tax non-compliant.
- (h) Bidders must be Value Added Tax (VAT) registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the SARS as VAT vendors. The award of contract would be conditional pending the successful Bidder submitting proof of registration as a VAT vendor with SARS.
- (i) Prices will be adjusted annually according to Consumer Price Index (CPI), and this will form part of the Service level agreement (SLA).
- (j) The CDC will not award more than five (5) active projects to one bidder, unless one project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended Bidder is the only responsive service provider and has already been awarded five (5) contracts.
- (k) Bidders must complete and sign the POPI Act Consent Form.
- (l) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors.
- (m) The successful Bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act (Act No. 130 of 1993), National Environmental Management Act (Act No. 107 of 1998) and Disaster Management Act (Act No. 57 of 2002) and, all relevant legislations throughout the duration of the contract. Upon appointment of the successful bidder will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
- (n) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Request for Proposal (RFP) Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.

- (o) In case of JVs/Consortia the Bidder must include the JV Agreement to enter into a JV/Consortium Agreement.
- (p) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission.
- (q) The tender validity period shall be **twenty-four (24) weeks** from closing date.
- (r) The CDC intends to appoint a maximum of three (3) Service Providers for all disciplines/contracts per office to mitigate risks. The intention is to spread the work on a rotational basis when a need arises..
- (s) The bids will be evaluated as follows:
  - (i) Stage 1: Responsiveness Assessment
  - (ii) Stage 2: Quantitative Assessment
  - (iii) Stage 3: Qualitative Assessment
- (t) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission.
- (u) The Tender documents can be downloaded from the CDC website: [www.coega.com](http://www.coega.com) and E-tender portal from **10h00 on Friday, 28 November 2025** at no cost. No tender documents will be available on site.
- (v) The RFP documents will be available for download from the CDC Website [www.coega.co.za](http://www.coega.co.za) , e-tender portal from **Friday, 28 November 2025** from **10:00**, at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.
- (w) The RFP Document can be downloaded on E-Tender Portal at no cost. It is the bidder's responsibility to ensure the document is downloaded correctly and submitted as per the original document sequence as CDC will not be responsible for any inconsistencies on the tender document which may lead to the disqualification of the bidder.
- (x) There will be a **Non-compulsory briefing meeting** to be held on **Monday, 08 December 2025 at 11h00** The Link to the meeting **is as follows**

[Join the meeting now](#)

Meeting ID: 318 902 025 019 1

Passcode: Lp9bM3jg

- (y) Bidders are to submit one original completed bid document that contains all 6 contracts but having been clear on selected contracts or services and placed it in a sealed envelope clearly marked **CDC/13/25 et al: Request for Proposal - Appointment of Preferred Service**

***Providers for the Provision of Marketing & Communications Services for the Coega Development Corporation.”***

- (z) The **closing date** and time for the receipt of completed bids is **Monday, 02 February 2026 at 12:00** at the following Coega offices:

<b>Tender Closing Offices</b>	<b>Address</b>
Gqeberha	<b>CDC Head Office, Corner Alcyon Road &amp; Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth).</b> Bids are to be submitted at Documents Control Office, Ground floor
East London	<b>Harraway House, 12 Pearce Road, Berea, East London,</b> - Bids are to be submitted to Reception area, Ground Floor.
Mthatha	<b>CDC Mthatha Office, 24 Park Rd, Umtata Central, Mthatha, 5100.</b> Bids are to be placed in the tender box at the reception area.
Pretoria	<b>Hillcrest Office Park, Coega Development Corporation</b> 189 Lunnon Road, Hillcrest, Pretoria, 0083 – Bid are to be submitted at Reception Area.
Durban	<b>CDC Umhlanga Office, 18 Cranbrook Crescent, Umhlanga, Durban, 4051</b> – Bid are to be submitted at Reception Area
Cape Town	<b>Building 60 st Georges Mall Street, South African Reserve Bank Building Floor 11, office 1101</b> Coega Development Corporation, Cape Town City Centre, Bids to be submitted at the Coega Reception Area.  <b>Note:</b> Tenderers must produce a valid South African Identification or driver's license document at the security desks to be allowed access to the CDC office.

- (aa) No form of communication with any other CDC member of staff relating to this request for bid will be permitted, other than the contact person reflected below. Failure to do so may lead to disqualification of the Bid/Bidder.
- (bb) Bids will not be opened in public and no late submission will be considered. Should a bidder prefer to use a Courier, the onus is on the bidder to make sure that the documents are received by the CDC on time. Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Register for Submissions form, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and attach their signatures.

(cc) Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: [tenderscdc3625@coega.co.za](mailto:tenderscdc3625@coega.co.za) between the period of **28 November 2025 to 26 January 2026**. No new queries received after **26 January 2026** will be considered.

## 5 ASSESSMENT CRITERIA

**Table 2: Stages and areas of Assessment of Bidders' Submissions to this RFP.**

Stage of Assessment	Area of Assessment	Requirements
<b>Stage 1</b>	Timeous Submission	<ul style="list-style-type: none"> <li>All the submissions must be received on time before the closing date and time reflected on the <b>RFP Invitation</b> (First page of this RFP Document).</li> <li>Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.</li> </ul> <b>Refer to Section 5.1</b>
<b>Stage 2</b>	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> <li>Not been provided or submitted partially complete;</li> <li>Been altered and not initialled by the duly authorised person;</li> <li>Correcting fluid used to alter some information;</li> <li>Not meeting the mandatory requirements of this RFP Document;</li> <li>Has not been signed by the duly authorised Bidder(s)' Representative.</li> </ul> <b>Refer to Section 5.2</b>
<b>Stage 3</b>	Quantitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Responsiveness Assessment in Stage 2; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s). Site visits will form part of the Assessment.</p> <b>Refer to Section 5.3</b>
<b>Stage 4</b>	Qualitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 3 pose any commercial risks.</p> <b>Refer to Section 5.4</b>



### 5.1 Stage 1 – Timeous Submissions

- a. All the bids must reach the CDC before the stated date and time of closure of this RFP Process.
- b. Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.
- c. Any late submission will be returned unopened to the respective bidder. Late submissions will not be considered.

### 5.2 Stage 2 - Responsiveness Assessment

The following criteria in Table 2 and table 3 below will be used in assessing the responsiveness of the bids: - Kindly indicate the items that is applicable to your specific industry in the table below.

**Table 3 – Mandatory Requirements**

NO.	DESCRIPTION	APPLICABLE CONTRACTS	YES	NO
1.	Fully Completed and Signed <b>SBD 1 FORM: Invitations to Bid</b> . In case of a Joint Venture/Consortium the information (CSD registration numbers) of all the entities (members of the JV/Consortium) should be reflected on the SBD 1 Form. <b>(ANNEXURE A)</b>	ALL		
2.	Fully Completed and Signed <b>SBD 4 FORM: Bidder's Disclosure</b> . In case of a JV/Consortium, a separate Bidders Disclosure Form (SBD4) in respect of each party to the JV/Consortium must be completed and submitted. <b>(ANNEXURE B)</b>	ALL		
3.	Fully Completed and signed Pricing Schedule <b>(ANNEXURE C)</b> . Bidders may select any or all services relevant which they provide and price them fully.	ALL		
4.	Fully Completed and signed Certificate of Authority of signatory to be signed by <b>ALL BIDDING ENTITIES (ANNEXURE D)</b> . In case of a JV/Consortium the authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV <b>(Where applicable)</b> . Proof of authority to sign may be submitted in a form of company resolution.	ALL		

NO.	DESCRIPTION	APPLICABLE CONTRACTS	YES	NO
5.	In case of JV/Consortium, a signed letter of intent to enter into JV/Consortium or JV agreement to be signed by all parties.	ALL		
6.	<p>Bidders must submit proof of at least two similar projects completed in the past two years, each supported by a performance or recommendation letter from the client. The total value should be a minimum project appointment value of R100 000 per project. The following must be on the letter of recommendation:</p> <ol style="list-style-type: none"> <li>1. Be on an official letterhead,</li> <li>2. Clearly describe the scope of services provided,</li> <li>3. Include the contract duration,</li> <li>4. Provide traceable contact details of the reference,</li> <li>5. State the performance and satisfaction level</li> </ol>	<p>CDC/13/25 Advertising &amp; Marketing</p> <p>CDC/15/25 Digital &amp; Online</p> <p>CDC/17/25 Events Management</p>		
7.	Submit proof of confirmation of “Credit Terms” from the media houses of not less than R1 million per quarter or R4 million per annum.	CDC/13/25 Advertising & Marketing		
8.	Provide the latest catalogue (2025) of currently available corporate gifts to which the service provider has access.	CDC/19/25 Corporate Branded Merchandise		
9.	<p>Bidders must submit valid proof of office space within their selected areas, such as a lease agreement, title deed, or municipal statement (not older than 3 months) in the bidder’s name. Landlord letters must be signed and include contact details. Failure to provide sufficient proof will render the bid non-responsive.</p> <p><b>Please note: CSD, CIPC registration documents, Letterheads, Search engines, Statements, etc. will not be considered as proof of office space.</b></p>	ALL		

**Failure to submit and complete all Mandatory requirements will result in submission being deemed null and void and shall be considered “non- responsive” and will not be evaluated further.**

**Table 4- Additional information**

ITEM	DESCRIPTION
1	As per amended Generic sector codes, generic entities as well as Qualifying Small Enterprises with less than 51% black shareholding are to submit a valid SANAS Accredited B-BBEE Verification Certificate. All Exempted Micro Enterprises and Qualifying Small Enterprises with more than 51% black shareholding are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTIC B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise. <b>(Annexure F)</b>
2	Company Registration documents (Biz Portal).
3	Company Profile.
4	Completed and signed POPIA Consent Form <b>(Annexure G)</b>
5	Completed and signed Form <b>SBD 6.1</b> preference points claim form in terms of the Preferential Procurement Regulations 2022. <b>(Annexure E)</b>

### 5.3 Quantitative Assessment

Bids that pass the responsiveness assessment Stage will be further evaluated on Price and Specific Goal. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goal.

**Table 6: Preferential Scoring System**

Area of Adjudication	Maximum Points
Tendered Price ( $S_P$ )	80.00
Specific Goals ( $S_E$ )	20.00
<b>Total Points (<math>S</math>)</b>	<b>100.00</b>

#### PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price using the formula below:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

*PS = Points scored for comparative price of tender or offer under consideration;*

*Pt = Comparative price of tender or offer under consideration; and*

*Pmin = Comparative price of lowest acceptable tender or offer.*

## 5.4 Qualitative Assessment

- (a) Qualitative Assessment will be conducted on the highest scoring bidders to determine the three (3) acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance and other risks.
- (b) The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
- (c) Rates offer will be compared against the cost estimate as well as the market average to confirm if the rates are market-related with no risks around the pricing.
- (d) The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.
- (e) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.
- (f) Assessment of all the risks associated with project execution and completion of the project.
- (g) Site visits will be conducted for all successful recommended bidders.

## 6 DISQUALIFICATION CRITERIA

Potential bidders will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage if after the contract has been awarded, they are found to have conducted or committed any of the following:

- (a) Bidder's and bidders' representatives, associates nor shareholders that sought to influence the adjudication process of this tender or outcomes of the adjudication process, directly or indirectly;
- (b) Collusion among bidders;
- (c) Misrepresentation of information;
- (d) Any bidder or its principals (or both) who have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else;
- (e) Bidders who has a pending liquidation, bankrupt/insolvent (actually or commercially);
- (f) Poor past performance (the focus is on gross poor performance, and a clear trend of poor performance needs to be established); and
- (g) Bidders appearing on the National Treasury blacklist.

---

## **7 COPYRIGHT**

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

## **8 CONFIDENTIALITY AND MEDIA PROTOCOL**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of successful bidder in the media.

In submitting the RFP, a Service Provider shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be confidential.

The content and details of the evaluation of submissions will remain confidential to the CDC.

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## 9 LIST OF ANNEXURES

- (a) Annexure A - SBD 1
- (b) Annexure B – SDB4
- (c) Annexure C – Authority of Signature Form
- (d) Annexure D – SBD 6.1
- (e) Annexure E – Pricing Schedule
- (f) Annexure F – BBBEE Sworn Affidavit
- (g) Annexure G – POPIA Form

## ANNEXURE A: INVITATION TO BID

## SBD 1

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
<b>BID NUMBER:</b>	CDC/13/25 et al	<b>CLOSING DATE:</b>	02 February 2026	<b>CLOSING TIME:</b>	12H00
<b>DESCRIPTION</b>	REQUEST FOR PROPOSAL - APPOINTMENT OF PREFERRED SERVICE PROVIDERS FOR THE PROVISION OF MARKETING AND COMMUNICATIONS SERVICES FOR THE COEGA DEVELOPMENT CORPORATION.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Gqeberha		CDC Head Office, Corner Alcyon Road & Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth). Bids are to be submitted at Documents Control Office, Ground floor			
East London		Harraway House, 12 Pearce Road, Berea, East London, - Bids are to be submitted to Reception area, Ground Floor.			
Mthatha		CDC Mthatha Office, 24 Park Rd, Umtata Central, Mthatha, 5100. Bids are to be placed in the tender box at the reception area.			
Pretoria		Hillcrest Office Park, Coega Development Corporation 189 Lunnon Road, Hillcrest, Pretoria, 0083 – Bid are to be submitted at Reception Area.			
Durban		CDC Umhlanga Office, 18 Cranbrook Crescent, Umhlanga, Durban, 4051 – Bid are to be submitted at Reception Area			
Cape Town		<p><b>Building 60 st Georges Mall Street, South African Reserve Bank Building Floor 11, office 1101 Coega Development Corporation, Cape Town City Centre, Bids to be submitted at the Coega Reception Area.</b></p> <p><b>Note:</b> Tenderers must produce a valid South African Identification or driver's license document at the security desks to be allowed access to the CDC office.</p>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Zine Mtanda	CONTACT PERSON	Zine Mtanda		
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER	N/A		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	<a href="mailto:tenderscdc1325@coega.co.za">tenderscdc1325@coega.co.za</a>	E-MAIL ADDRESS	<a href="mailto:tenderscdc1325@coega.co.za">tenderscdc1325@coega.co.za</a>		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					

STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>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.</b></p>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2022 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED</p>



- 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: .....

## ANNEXURE B:

## SBD 4

### 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 interest<sup>1</sup> 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 with any

<sup>1</sup> 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.

---

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 consortium<sup>2</sup> 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.
- 1.4 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
- 1.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

---

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.

1.6 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## ANNEXURE C – AUTHORITY OF SIGNATORY FORM

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

### A. Certificate for Company

I, ....., chairperson

of the board of .....,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20...., Mr/Ms .....

acting in the capacity of....., was authorised to sign all documents in connection with this tender for Contract Number. **CDC/36/25** and any contract resulting from it on behalf of the company.

### As witnesses:

1. ....

Chairman: .....

2. ....

Date: .....

## B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as .....

....., hereby authorise

Mr/Ms .....,

acting in the capacity of .....

....., to sign all documents in connection with this tender for

Contract No **CDC/424/24** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

## C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms ....., authorised signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No **CDC/13/25 et el** and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

#### D. Certificate for Sole Proprietor

I, ....., hereby confirm that I am

the sole owner of the business trading as .....

#### As witnesses:

1. ....

Sole Owner: .....

2. ....

Date: .....

#### E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....

hereby authorise Mr/Ms .....

acting in the capacity of ....., to sign all to sign all documents in connection with this tender for Contract No **CDC/13/25 et el** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

--	--	--	--

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*



**ANNEXURE D:**

**SBD 6.1**

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 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:

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

**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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level One Contributor	20	
Level Two Contributor	18	
Level Three Contributor	14	
Level Four Contributor	12	
Level Five Contributor	8	
Level Six Contributor	6	
Level Seven Contributor	4	
Level Eight Contributor	2	
Non-Complaints Contributor	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- 
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

---

## **PRICING SCHEDULE REQUIREMENTS**

All pricing / rates must be inclusive of operational costs. This ensures that the total cost presented accounts for all expenses related to the operation, including but not limited to utilities, maintenance, staffing, administrative overheads, and any other associated costs necessary for service delivery.

## **ANNEXURE E: PRICING SCHEDULE FOR SERVICES**

BIDDERS NAME: \_\_\_\_\_

**CDC/13/25 – Advertising & Marketing**

**Schedule of Rates Table (To be completed in full)**

<b><u>No.</u></b>	<b><u>Description of Items / Goods</u></b>	<b><u>Unit of Measurement</u></b>	<b><u>Rate per Hour</u></b>	<b><u>Facilitation Fee (%)</u></b>	<b><u>Estimated Hours / Rand Value</u></b>	<b><u>Price (Excluding VAT)</u></b>
1.	Provide marketing and advertising services to the CDC. This includes developing a direct marketing campaign, creating concepts and messaging, producing all creative and copywriting, and preparing a detailed advertising plan or media schedule. Bidders must also manage media placements, monitor performance, and report results to support the CDC's objectives.	Hour			8 hrs	
2.	Book, manage, and pay for media space on behalf of the CDC, as and when required, across both local and international media platforms. This includes securing competitive rates, coordinating placements, and ensuring timely flighting of all approved advertising.	%			R 1000	
3.	Provide full production services for outdoor branding, including design adaptation, printing, fabrication, and delivery of all approved outdoor branding materials. This must cover items such as:	%			R 1000	

	-3m x 3m steel frame gazebo -85mm x 200mm Fabric Tube Slimliner banner (double sided) -2m Teardrops (double sided)					
4	To submit a close out report upon completion of each project.	Sum				
	<b>Sub-total</b>					
	<b>VAT 15%</b>					
	<b><u>Total (incl VAT)</u></b>					

- 1. Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
- 2. Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature:.....Date: .....

## ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: \_\_\_\_\_

### CDC/14/25 – Public Relations Services

#### Schedule of Rates Table (To be completed in full)

No.	Description of Services	Unit of Measurement	Rate per hour	Estimated Hours	Price excl. VAT
1.	To provide strategic public relations support to the CDC as needed. This includes developing PR and media plans that strengthen the CDC's share of voice while mitigating reputational risk.	Hour		8hrs	
2.	Offer stakeholder management support in all areas where the CDC operates, including potential engagements elsewhere on the African continent.	Hour		8hrs	
3.	Provide the latest qualitative and quantitative PR metrics, supported by clear reporting dashboards on all CDC PR services undertaken.	Hour		8hrs	
4	To submit a close out report upon completion of each project.	Sum			
	<b>Sub-total</b>				
	<b>VAT 15%</b>				
	<b><u>Total incl VAT</u></b>				

- 1. Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
- 2. Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature: ..... Date: .....



## ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: \_\_\_\_\_

**CDC/15/25 – Digital & Online**

**Schedule of Rates Table (To be completed in full)**

Item	Description of Services	Unit of Measurement	Rate per hour	Estimated Hours	Price excl. VAT
1.	Develop mobile applications for the CDC, including full support across Android, iOS and other relevant operating systems or platforms.	Hour		8hrs	
2.	Support the enhancement, maintenance, and ongoing development of the CDC website, including .NET, CMS, digital functionalities and any related online services.	Hour		8hrs	
3.	Provide comprehensive Search Engine Optimisation (SEO) services for all CDC websites, including analytics, performance monitoring, and recommendations to improve visibility and ranking.	Hour		8hrs	
4	To submit a close out report upon completion of each project.	Sum			
	<b>Sub-total</b>				
	<b>VAT 15%</b>				
	<b><u>Total incl VAT</u></b>				

- 1. Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
- 2. Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature: ..... Date: .....

## ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: \_\_\_\_\_

**CDC/17/25 – Events Management**

**Schedule of Rates Table (To be completed in full)**

No.	Description of Goods / Services	Size of Event	Unit of Measurement	Management fee (%)	Estimated Rand Value	Price excl. VAT
1.	Support the CDC in the management of small, medium, and large events as per the event management plan provided by CDC. The services will include: <ul style="list-style-type: none"> <li>advanced digital guests' management system for RSVPs and registration;</li> </ul>	Small (up to 150 people)	%		R10000	
		Medium (between 151 and 500 people)	%		R15000	

	<ul style="list-style-type: none"> <li>live streaming services for digital platforms, including social media, such as on Facebook, X, and YouTube, to name but a few;</li> <li>Supply events related equipment, deco, and furniture</li> </ul>	Large (beyond 500 people)	%		R 20000.00	
	<b>Sub-total</b>					
	<b>VAT 15%</b>					
	<b><u>Total incl. VAT</u></b>					

- 1. Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
- 2. Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature: ..... Date: .....

## ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: \_\_\_\_\_

### CDC/18/25 – Printing Services

#### Schedule of Rates Table (To be completed in full)

No.	Description of Items / Goods	Unit of Measurement	Rate as mark up %	Estimated Rand Value	Price excl. VAT
1.	Provide high quality printing services using modern technology, covering but not limited to items such as corporate folders, large sized compliance posters, and specialised publications including the CDC Annual Report (full-colour, varnished, laminated covers, high-grade paper, and perfect binding). These examples illustrate the scope of work; however, CDC may request additional printing products as required.	%			
	<b>Sub-total</b>	Sum			
	<b>VAT 15%</b>				
	<b><u>Total incl. VAT</u></b>				

- 1. Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
- 2. Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: \_\_\_\_\_

### CDC/19/25 – Corporate Branded Merchandise

#### Schedule of Rates Table (To be completed in full)

No.	Description of Goods	Unit (overheads, charges and profit on services as described under this item)	Estimated Quantity	Rate (as % mark-up)	Price excl. VAT
	<p>Provision of high-quality corporate branded merchandise to support CDC's brand visibility and stakeholder engagement efforts. Be able to customize and supply a broad range of branded items, making use of the latest product ranges available in the corporate merchandise industry. The items listed in the schedule are examples and do not represent the full scope of potential merchandise needs.</p> <ul style="list-style-type: none"> <li>• Branded Golf shirts / jackets</li> <li>• Branded gift bags of all sizes</li> </ul>	%			

	<ul style="list-style-type: none"> <li>• Branded stationery</li> <li>• Branded gifts for CDC stakeholders</li> </ul>				
	<b>Sub-total</b>				
	<b>VAT 15%</b>				
	<b>Total incl. VAT</b>				

1. *Estimated Hours or rand values is for Qualitative Assessment Evaluation purposes only.*
2. *Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.*

Bidders Signature: ..... Date: .....

## ANNEXURE F – BBBEE SWORN AFFIDAVITS

### SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

1. I hereby declare under Oath that:

- ✓ The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:
  - ✓ Black Youth % = \_\_\_\_\_ %
  - ✓ Black Disabled % = \_\_\_\_\_ %
  - ✓ Black Unemployed % = \_\_\_\_\_ %
  - ✓ Black People living in Rural areas % = \_\_\_\_\_ %
  - ✓ Black Military Veterans % = \_\_\_\_\_ %
- ✓ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- ✓ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

2. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp  
Date:



## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

1. I hereby declare under Oath that:

- ✓ The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:
  - ✓ Black Youth % = \_\_\_\_\_ %
  - ✓ Black Disabled % = \_\_\_\_\_ %
  - ✓ Black Unemployed % = \_\_\_\_\_ %
  - ✓ Black People living in Rural areas % = \_\_\_\_\_ %
  - ✓ Black Military Veterans % = \_\_\_\_\_ %
- ✓ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- ✓ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

2. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp  
Date:

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## **ANNEXURE G**

### **PROTECTION OF PERSONAL INFORMATION: CONSENT FORM**

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

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## **AGREEMENT**

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - (a) They process the information only for the express purpose for which it was obtained.
  - (b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - (c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - (d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - (e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
  - (f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations:
  - a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
  - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
  - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
  - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CD.

**On behalf of the Bidder:**

.....

Signature

.....

Date

.....

Position

.....

Name of the Bidder

**On behalf of the Client:**

.....

Signature

.....

Date

.....

Position

.....

Name of Client Representative