



KwaZulu-Natal
LIQUOR AUTHORITY

REQUEST FOR QUOTATION ADVERTISEMENT

RFQ NO.	DESCRIPTION	BID CLOSING
61/2022/2023	PROVIDE DIGITAL MARKETING AND WEBSITE DEVELOPMENT SERVICES	Closing date: 15/12/2022 Closing time: 11H00

Evaluation method for bid will comprise of 03 stages for evaluation:

- Stage One - **Administrative Compliance**
- Stage Two - **Functionality**
- Stage Three - **Price+BEE**

Documents can be obtained and downloaded on the KZNLA website on:
www.kznla.co.za.

Bids may be submit by email to: scm@kznla.co.za are encouraged to submit Tax Clearance/Pin, BBBEE Certificates and signed Declaration Forms. You are requested to emailed not later than **11H00am on Thursday the 15 December 2022**

The entity will not award any bid to a supplier not registered on the Central Supplier Database. Bids shall be valid for a period of 90 working days. KZN Liquor Authority does not bind itself to accept the lowest or any bid.

Queries relating to this RFQ may be addressed as follows following:

SCM queries: Mr. Bhekani. Mncwango, tel. 031 302 0661 / email:
Bhekani.mncwango@kznla.co.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT REGULATORY BOARD FOR AUDITORS (IRBA)					
BID NUMBER:	61/2022/23	CLOSING DATE:	15-12-2022	CLOSING TIME:	11H00am
DESCRIPTION	PROCUREMENT OF WEBSITE AND DIGITAL MARKETING SERVICES TO EXTEND THE KZNLA'S REACH				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: Bhekani.Mncwango@kznla.co.za					
22 Dorothy Nyembe street					
The marine building					
Durban					
4001					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]		
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
IRBA			CONTACT PERSON		
CONTACT PERSON	Bhekani MNCWANGO		TELEPHONE NUMBER		
TELEPHONE NUMBER	031 302 0661		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	Bhekani.mncwango@kznla.co.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY:
1.4.	(BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.6.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



REQUEST MEMO FOR GOODS/SERVICES

1. The goods/services, as reflected in the attached Annexure A, are required by this office for:

Description : PROCUREMENT OF WEBSITE AND DIGITAL MARKETING SERVICES TO EXTEND THE KZNLA'S REACH

(When) :

(Where) : 1st Floor, The Marine Building, Dorothy Nyembe, Durban, 4000

The estimated price for the goods/services is

NB: Allocation codes

User Section

SCM information

		Requisition number:

Motivation / Reason:

Thobile Ndlovu
Compiler /End user

Signature

Signed by: Bhékani Richman Mncwango
Signed at: 2022-12-05 16:12:32 +02:00
Reason: Witnessing Bhékani Richman Mn

09/11/2022
Date

Bhekani Richman Mncwang
SCMP

Signature

05/12/22/ / 2022
Date

Nomthandazo Sheila Precio
Approved (CCM)

Signature

Signed by: Bheki Mbanjwa
Signed at: 2022-12-06 16:47:28 +02:00
Reason: Witnessing Bheki Mbanjwa

05/12/22/ / 2022
Date

Bheki Mbanjwa
Authorized (CEO)

Signature

06/12/22/ / 2022



KWAZULU-NATAL LIQUOR AUTHORITY GOODS AND SERVICES

PROPOSED DELIVERY DATE :
DELIVERY TIME :
DELIVERY ADDRESS :

Requisition No.		Business Unit:			Supplier
No.	Description/ specification -		QTY Req.	Unit Price	Total Price
	APPROVAL: PROCUREMENT OF WEBSITE AND DIGITAL MARKETING SERVICES TO EXTEND THE KZNLA'S REACH				
1	Provide digital marketing and website development services for and on behalf of the KwaZulu-Natal Liquor Authority.		1		
		SUB-TOTAL			
		VAT			
		TOTAL			

End user's contact details
Name : Thobile Ndlovu
Telephone no.: 0313020600



THE KWAZULU NATAL LIQUOR AUTHORITY

BUSINESS UNIT: COMMUNICATIONS

***TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER
TO:***

- ***TO PROVIDE DIGITAL MARKETING AND WEBSITE
DEVELOPMENT SERVICES TO EXTEND THE KZNLA'S REACH***

TERMS OF REFERENCE (TOR)

Drafted 09 November 2022

Prepared by: *Ms Nomthandazo Dlamini*

1. Background Overview

1.1 The KZN Liquor Authority

The KwaZulu-Natal Liquor Authority currently regulates liquor licensing and control of the liquor industry through the provisions of the KwaZulu-Natal, Act 06 of 2010 as amended. Since the enactment of the Constitution of South Africa, (No. 108 of 1996), the mandate to legislate on retail and micro-manufacturing liquor licensing is the exclusive legislative competence of provinces.

The Liquor Authority is registered as a Schedule 3C Public Entity in terms of the Public Finance Management Act. The KZN Liquor Licencing Act 06 of 2010 sets out objectives that the provincial strives to achieve with regard to retail liquor licencing and micro manufacturing. It also extends beyond the process of licensing and includes objectives of balancing the congruent objectives of providing a stable social environment against promoting the growth of the liquor industry.

2 Appointment of Service Provider to design The KZNLA Website, intranet page

2.1 The KZNLA requires a service provider who will assist with the following services for a period of twelve months.

- Design and maintenance of KZNLA website and intranet a period of six months

3. Project scope

3.1 Design and maintenance of KZNLA website and intranet page for six (6) months

The service provider will be responsible for:

- Provide digital marketing services for a period of 6 months
- Design KZNLA corporate website and intranet using modern tools such as WordPress, Java, Chrome Developer, and others

3 EVALUATION CRITERIA

Bid for the appointment of the Service Provider will be evaluated on price, functionality and BBBEE preferential points in accordance with the Supply Chain Management Procurement policies, the Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 and the B-BBEE Act and with its regulations amendments.

Evaluation will be based on an 80/20-point system in compliance with Preferential Procurement Policy Framework Act.

Name of project:	Weight	Maximum Score	Final Assessment
TERMS OF REFERENCE FOR			
Organizational and Approach			
Understanding the Assignment		20	
Proposed Approach and Methodology for digital marketing		20	
Demonstration of prototype KZNLA website		20	
Related previous experience (with references)		20	
Value added services		20	
Overall Total Score		100%	

For each Key Expert proposed for the bid, a concise CV must be submitted in the format provided in **Annexure 1**. In addition:

- The CV's should illustrate the qualifications, skills, and experience required for the position for which the KE is being proposed.
- Bidders must make it clear in both the organizational structure and in the CV the role to be played by the specific KE.
- The CV's should include at least three traceable references.
- Professional registration documents as applicable must be attached to the CV's.
- All Key Experts must sign the Statements of Availability and Exclusivity attached as Annexure 2.

Bidders should score a minimum of 70% in order to be considered for further evolution