REQUEST FOR QUOTATION (RFQ)

REQUEST FOR PLACEMENT OF VACANCIES ON REGIONAL AND NATIONAL NEWSAPAPERS FOR TRADE & INVESTMENT KWAZULU-NATAL.

RFQ No.	**RFQ202425/03**
RFQ ISSUE DATE	**28 JANUARY 2025**
BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**REQUEST FOR PLACEMENT OF VACANCIES ON REGIONAL AND NATIONAL NEWSPAPERS FOR TRADE & INVESTMENT KWAZULU-NATAL.**
CLOSING DATE & TIME	**31 JANUARY 2025 @ 12h00**
LOCATION FOR SUBMISSIONS	**quotations@tikzn.co.za**

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

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

SUPPLIER NAME: ____

POSTAL ADDRESS: ____

MAAA NUMBER (CSD NO) ______________________________________

TELEPHONE NO: ____

FAX NO: ____

E MAIL ADDRESS: ____

CONTACT PERSON: ____

CELL NO: ____

SIGNATURE OF BIDDER: ______________________________________

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

Gauteng Office
Financial Place, 99 George Storrar Avenue
Groenkloof, Pretoria 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774

info@tikzn.co.za
www.tikzn.co.za / www.exportkzn.co.za

`

DETAILED SPECIFICATION

REQUEST FOR PLACEMENT OF VACANCIES ON REGIONAL AND NATIONAL NEWSAPAPERS FOR TRADE & INVESTMENT KWAZULU-NATAL.

1. INTRODUCTION

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

1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) and (2) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:

- Identify, develop, market, and promote investment opportunities in the province to international and domestic investors;
- Develop the export capacity of the province;
- Develop the export market of the province;
- Foster trade and investment within the province;
- Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
- Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

2.1. Trade & Investment KwaZulu-Natal recruitment strategy is designed to build a skilled workforce that aligns with its goals of promoting Trade and Investment in KwaZulu-Natal while adhering to principles of equity and inclusivity.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to source an experienced and reputable service provider to assist with the placement of vacancies for the three (3) positions of an Executive Manager: Investment Promotion, Company Secretary and Project Manager: Investment Promotion, on National and KwaZulu-Natal Regional Newspapers for Trade & Investment KwaZulu-Natal.

`

4. SCOPE OF WORK

No	Position Advertised	Publication	Size	Colour
1	Executive Manager: Investment Promotions	Sunday times, Sunday Tribune and Isolezwe or Equivalent	20cm x 4 columns	Black and white
2	Company secretary	Sunday Tribune and Isolezwe or Equivalent	20cm x 4columns	Full Colour
3	Project Manager: Investment Promotions	Sunday Tribune and Isolezwe or Equivalent	20cm x4 columns	Full Colour

- Publication to be placed under Careers of the relevant newspaper.
- Publication date to be communicated upon award.

5. EVALUATION PROCESS

5.1 Phase 1 – SCM Administrative requirements

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

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

5.2 PHASE 2: Compliance with RFQ specifications

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

5.3 Phase 3 – Price and Specific Goals Scoring

Pricing Considerations:

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

`

Specific Goals

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

Specific Goals Criteria	**Points**
Proof of Ownership: Black ownership 100% Black owned=20 Points	
Total Points	**20**

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will results in your company scoring zero (0) points for specific goals.

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

6. COMMUNICATION

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

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

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

8. COST OF BIDDING

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

END OF RFQ DOCUMENT

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

a) Quotation on a company letterhead.
b) Completed and signed Declaration of Interest (SBD 4).
c) Completed and signed Invitation to bid (SBD1 -Part A & B)
d) Completed and signed POPIA consent form.
e) Completed and signed preference points claim form (SBD6.1).
f) Copy of CSD Report or MAAA Number (National Treasury).