

TENDER NO. TKZN 08/2016

TKZN EXHIBITION STAND BUILD FOR INDABA TOURISM TRADE SHOW 2017 - 2019

**TOURISM KZN INVITES ALL PROSPECTIVE BIDDERS TO
SUBMIT PROPOSALS FOR THE PROVISION TKZN
EXHIBITION STAND BUILD FOR INDABA TOURISM TRADE
SHOW 2017 - 2019**

**PROPOSALS SHOULD BE DEPOSITED AT THE TENDER BOX
MARKED TENDER NO. TKZN 08/2016 SITUATED AT SECOND
FLOOR, ITHALA TRADE CENTRE, 29 CANAL QUAY ROAD (40
SIGNAL ROAD), DURBAN WATERFRONT.**

OR POSTED TO

**PROCUREMENT OFFICER
PO BOX 2516, DURBAN, 4000, SOUTH AFRICA**

**NB: ENVELOPES MUST BE CLEARLY MARKED WITH THE
TENDER NUMBER**

CLOSING DATE: 10 FEBRUARY 2017, 12H00

NAME OF BIDDER.....

TOTAL PRICE (VAT INCLUSIVE).....



2007 UNWTO Ulysses Award Recipient
UNWTO .Sbest Accredited DMO

Zulu Kingdom. Exceptional

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TERMS OF REFERENCE: PROVISION OF STRATEGIC EXHIBITIONS SERVICES FOR TOURISM KWAZULU-NATAL

1. BACKGROUND

The KwaZulu-Natal Tourism Authority, trading as Tourism KwaZulu-Natal (TKZN), was established in terms of the KwaZulu-Natal Tourism Act, 1996, as amended by Act No. 2 of 2002. In terms of the aforementioned Act, TKZN is responsible directly and indirectly for the development, promotion and marketing of tourism into and within the province.

In order to achieve this mandate, TKZN executes a broad spectrum of marketing activities and support activities at different market segments domestically and internationally. This is done to continuously increase the destination's profile and ensure destination brand awareness in all of the province's key source markets.

One of the platforms utilised to market the destination is Indaba. Indaba is premier tourism trade show on the African calendar and one of the top three 'must visit' events of its kind on the global calendar.

The event showcases the widest variety of Africa's best tourism products and attracts international buyers and media from across the world. Indaba is owned by South African Tourism (SAT) and organised by Pure Grit Project and Exhibitions Management (Pty) Ltd.

TKZN will manage a KZN pavilion at Indaba held each May. We are accordingly inviting reputable service providers with established track record and vast experience in this field to submit proposals for the possible appointment to be the preferred supplier for the exhibition stand build at Indaba for a period of 3 years.

2. SCOPE OF SERVICES

2.1 Scope of services will include design, production, on-site construction, on-site management, breakdown and storage of reusable components on behalf of TKZN for the period of 3 years 2017-2019.

2.2 Stand requirements

2.2.1 A suitable bidder must be in a position to provide the required creative, production and facilitation skills, experience and expertise to deliver the following:

2.2.1.1 Create a central theme, based on the KZN destination brand attributes and positioning. The look-and-feel needs to be aligned to the current brand attributes of a warm, fun, family oriented destination offering leisure offerings and trade getaway into Africa i.e. Heritage, culture, adventure, beach and safari experiences (a detailed presentation is enclosed for reference).

2.2.1.2 The Indaba stand will be approximately 240m² (square meter) in size to accommodate up to 10 exhibiting partners, subject to change each year.

2.2.1.3 The location for the 2017 assignment will be in Durban, as per the signed contract between KZN Province and South African Tourism. The location for 2018 and 2019 assignments will be subject to the signed contract.

2.2.1.4 Each exhibiting partner requires a desk/table with identifying signage, lockable storage and electric power.

2.2.1.5 Other key stand requirements include:

- Double storey structure with downstairs dedicated to exhibitions, informal meetings areas and activation area. Upstairs dedicated to executive meetings.
- Branded front reception
- Central storage area including shelving, water cooler and refrigerator
- A suitable meeting room/boardroom for up to ten (10) guests, including audio visual equipment from presentations
- Presentation/activation area for the enhancement of the exhibition
- Branded signage that is highly visible from the show floor
- Lighting suitable to enhance the stand

- Rental furniture and audio visual equipment
- Incorporate green/sustainable materials
- Presentation/activation area for the enhancement of the exhibition
- All transportation of the stand materials and on-site construction, including all electrical requirements
-

2.3 Staffing

- 2.3.1 The successful bidder will be required to work in liaison with TKZN's creative agency and a nominated marketing representative to ensure that the proposed creative approach dovetails with the current marketing platforms, and that the Zulu Kingdom brand is not compromised.
- 2.3.2 The successful bidder will serve as liaison with Indaba officials to ensure compliance with the show rules and regulations; and
- 2.3.4 Provide on-site assistance including stand maintenance/cleanliness throughout the show.
- 2.3.5 The nature of this project requires that an account executive or campaign supervisor be appointed to this project. The credentials of this account executive should be included in the presentation.

3. COMPETENCIES AND CAPABILITIES:

- 3.1 Familiarity and understanding of the tourism and travel industry nationally, regionally (SADC) and internationally;
- 3.2 An ability to network with the intra-provincial and domestic tourism and trade industry;
- 3.3 Tourism consumer & trade understanding - Travel experience and understanding of a tourist's and traveller's needs;
- 3.4 Project Management experience and demonstrable capability to deliver on a project within set deadlines;
- 3.5 Performance and excellence driven;
- 3.6 Experience in leveraging small budgets;
- 3.7 Monitoring and evaluation skills, and
- 3.8 Proven track record in the exhibitions industry.

4.

PRICING

4.1 The pricing should be charged per m² rental based on the following:

Design and innovation
Production
On-site Construction
On-site management
Break-down and storage

Total

VAT

Total price

5. APPLICATION RULES

5.1 Expenses incurred:

Neither Tourism KwaZulu-Natal nor any organ of state will be held liable for any expense incurred by the applicants.

5.2 Confidentiality:

The contents of the applications will be kept strictly confidential by the Authority and its advisors.

5.3 Number of Copies:

An original with three (3) paper copies of the application documents shall be submitted. The contents of the original document shall prevail in the event of any discrepancy.

5.4 Late and incomplete applications:

Any application reaching the KwaZulu-Natal Tourism Authority later than the date and time given in 5.5 below will not be considered.

Bidders must provide all the information requested in the terms of reference.

5.5 Closing of submissions:

Applications must be submitted in a sealed envelope on which the tender number and the closing date are clearly indicated. The application must be placed in the tender box situated on the 2nd floor Ithala Trade Centre, 29 Canal Quay (40 Signal) Road, Durban Waterfront, by the 10 February 2017 before 12h00.

The closing date and time is the ... at 12h00.

5.6 Project tender timeframes

PHASE	ACTION	DATE
Phase One	Call for Tenders	13 January 2017

Phase Two	Compulsory Briefing Session	19 January 2017
Phase Three	Closing date for application	10 February 2017
Phase Four	Bid evaluation	14 February 2017
Phase Five	Bid Adjudication	21 February 2017
Phase Six	Publication of Bid Award	3 March 2017
	Bid Award	15 March 2017
Phase Seven	Finalising and signing contract with appointed service provider	To be advised

Please note these dates are guidelines only and TKZN reserves the right to amend them.

5.7 Information Contained in this document:

The information/data provided in this document, together with any subsequent issue of addenda of information/data is given in good faith for the guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such information.

5.8 Where bidders are unable to provide all services, it shall be permissible to undertake joint ventures with suitably qualified service providers. In such case all parties will be jointly and severably liable as a single entity in fulfilling the required services. Details of joint ventures must be clearly referenced.

5.9 Further information

The Tourism KwaZulu-Natal reserves the right to seek further information from the applicants, as it considers necessary.

INFORMATION TO BE SUBMITTED BY APPLICANTS

5.10 Format of submission

5.10.1 The submission shall be completed in English, typed and bound

5.10.2 The submission shall be compiled as follows:

Section 1: Completed SBD documents

- Examples of projects of this nature.
- CVs of Project Team
- Pricing Schedule
- BEE Certificate - BEE Policies/Programmes
- Original and valid Tax Clearance Certificate
- Three current references

Section 11: Bid Proposal

6. EVALUATION CRITERIA

- 6.1 Tourism KwaZulu-Natal (TKZN) needs to be satisfied in all respects that an applicant has the necessary resources, competencies, and experiences for this bid.
- 6.2 All proposals received will be evaluated by the panel on a basis of functionality (100%).
- 6.3 With regard to functionality, the following criteria will be applicable and the maximum weight of each criterion is indicated in brackets:
 - 6.3.1 Bidder's previous experience must be a minimum of five years in the field of exhibition industry and track record of achievements based on the following table: (100%)

Area of service	Weight	Total Score
a. Design and innovation	30	
b. Production	20	
c. On-site Construction	20	
d. On-site management	10	
e. Break-down and storage	10	
f. Tourism Industry Experience	10	

- 6.4 A bidder that scores less than 70 percent in respect of functionality will be regarded as a non-responsive bid and will be disqualified.
- 6.5 All qualifying proposals will thereafter be evaluated on the 90/10-preference point system where price will be (90%) - the 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included);
- 6.6 For the purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the evaluation criteria mentioned above, and according to the points stated under basic criteria.
- 6.7 Thereafter 10 % will be awarded for the B-BBEE Status Level of Contribution.

Total : 10
- 6.8 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 6.9 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

7. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

7.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 7.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 7.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 7.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 7.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.


- 7.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 7.9 Tourism KwaZulu-Natal (TKZN) will, in so far as it is possible without compromising quality, utilize service providers:
- 7.9.1 Which are owned in total or in part by black and /or women entrepreneurs and/or disabled persons;
 - 7.9.2 Have policies and mechanisms in place to promote employment equity and human resource; development in their organisations;
 - 7.9.3 Have programmes to provide opportunities for skills transfer, capacity building to acquire experience, with other companies and/or individuals who have been previously disadvantaged;
 - 7.9.4 Adhere to the preservation of the highest standards of integrity, objectivity fairness, efficiency and professionalism;
 - 7.9.5 Are registered for tax purposes with the South African Revenue Services and
 - 7.9.6 Comply with the Labour Relations Act and all relevant labour legislation.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1 It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful Tenderer during and after the completion of the project at hand.
- 8.2 An appointment will be made in terms of the procurement policy of Tourism KwaZulu-Natal.

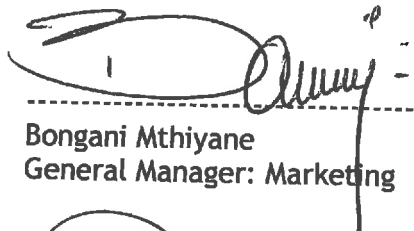
Please note: No proposals will be accepted after the closing time.

PREPARED BY :


 Tony Nkadimeng
 Region Manager: Australia, America & Asia

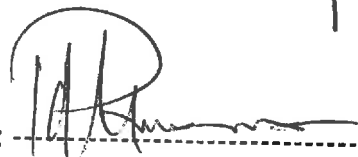
DATE: 14-12-2016

RECOMMENDED BY:


 Bongani Mthiyane
 General Manager: Marketing

DATE: 14/12/2016

APPROVED/
 NOT APPROVED


 Phindile Makwakwa
 Chief Operating Officer

DATE: 14/12/2016

TERMS OF REFERENCE

TENDER NO. TKZN

08/2017

EXHIBITION STAND

BUILD FOR INDABA

TOURISM TRADE

SHOW 2017-2019

INVITATION TO BID
(SBD 1)

PRICING SCHEDULE

(SBD3.3)

**DECLARATION OF
INTEREST
(SBD4)**

B-BBEE VERIFICATION CERTIFICATES

**DECLARATION
OF BIDDERS PAST
SUPPLY
CHAIN MANAGEMENT
PRACTICES (SBD8)**

**CERTIFICATE OF
INDEPENDENT BID
DETERMINATION
(SBD9)**

**GENERAL CONDITIONS
OF
CONTRACT**