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REQUEST FOR QUOTATION FOR THE EXHIBITION STAND BUILD FOR TOURISM KWAZULU-NATAL'S PARTICIPATION IN THE MEETINGS AFRICA 2023

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

1. BACKGROUND

1.1 The Durban KwaZulu-Natal Convention Bureau is a body dedicated to promoting and marketing the regions' many business events facilities, capabilities, and assets, both nationally and internationally. Committed to transforming KwaZulu-Natal into South Africa's premier meetings, incentives, conventions and exhibitions destination, the Convention Bureau provides organisers and planners as well as business tourists with the latest information, unbiased advice, and assistance.

The Durban KwaZulu-Natal Convention Bureau provides the following business events support services together with its partners:

- 1.1.1. Bidding Support
- 1.1.2. Congress or Convention planning support
- 1.1.3. Stakeholders Engagement Support
- 1.1.4. Bid presentation support
- 1.1.5. Delegate Boosting Support
- 1.1.6. Site Inspection and fam trips
- 1.1.7. Social events and Tours planning supports

2. PURPOSE OF THE TERMS OF REFERENCE

2.1 Through the participation of the KwaZulu-Natal Convention Bureau at platforms such as Meeting Africa and other platform local or international the Convention Bureau can generate leads and convert them to business and in return they are hosted in our province and contribute to the GDP of the province.

2.2 The purpose of the terms of reference is to give detailed overview of all the requirements for the RFQ to seek a suitable, competent and capable service provider for the Meetings Africa 2023 stand build.

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3. SCOPE OF SERVICES

3.1 Scope of services will include on-site construction, on-site management, breakdown and shipment of exhibition stand components on behalf of TKZN for 2023 Meetings Africa.

3.2 Stand requirements

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

3.2.1 Meetings Africa 2023

- Stand dimensions = 72m²
- 1 x backdrop wall (artwork to be provided by TKZN)
- 07 X exhibitor desks (some desk panels will be provided by TKZN) service provider to arrange all extra panels to accommodate the 11 exhibitor desks, 3 x chairs with back support for each of the 11 desks. Artwork for the exhibitor pillars to be provided by TKZN.
- Storage space underneath each desk with two (2 doors opening outward).
- Plug points at every exhibition desk, reception and lounge area).
- 1 X lounge set-up (1 X 2 seater couch and 2 x single seaters and coffee table).
- 1 X reception desk (panels for the reception desk to be provided by TKZN). Service provider to arrange 2 X high bar stools with back support.
- furniture to be in line with the current TKZN panels for the exhibitor desks (vinyl/ white table top and black leather chairs).
- 1 X table for refreshments, bar fridge and plug point.
- Flooring – white vinyl surface.
- Greenery / plants.
- 2 x brochure display racks to be placed by the reception area.
- On-site management.
- Safety compliance with the exhibition policies and procedures
- 1 x flat TV screen
- Branded front reception
- Central storage area including shelving and water cooler

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- Branded signage that is highly visible from the show floor
- Lighting suitable to enhance the stand
- Rental furniture
- All transportation of the stand materials and on-site construction, including all electrical requirements
- Stand sweets, mints, and snack for meetings purposes
- Soft drinks, small fridge ,100% juices and water
- Coffee station and cups for the client meetings

4. QUOTATION REQUIREMENT

4.1. Standard documentation

All bidders are required to complete the Standard Bid Documents attached

4.2. Pricing

The pricing must contain:

4.2.1 The pricing should be charged per m² rental for the exhibitions based on the following:

Hiring of furniture, and all other necessary equipment

On-site Construction

Production of the stand backdrop

On-site management

Break-down

Shipment of stand panels to and from the exhibition

4.2.2 Pricing must be inclusive of all cost and value added tax.

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- 4.2.3. This process will only be relevant/applicable to bidders short-listed during phase 1 of the tender evaluation process, meaning agencies who achieved 70 points and higher for functionality.
- 4.2.4. All qualifying proposals will thereafter be evaluated on the 80/20-preference point system.
- 4.2.4. Where price score will be 80 points for requirements with a Rand value equal to or above R 30, 000 and up to a Rand Value of R50 million inclusive of all applicable taxes.
- 4.2.5. The following formula will be used to calculate the points out of 80 for price.

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

- 4.2.6. The following table must be used to calculate the score out of 20 for BBEE:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |



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| | |
|---------------------------|----|
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

- 4.2.7. An appointment will be made in terms of the SCM policy of the KwaZulu-Natal Tourism Authority.
- 4.2.8. 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.
- 4.2.9. 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.

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- 4.2.10. 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.
- 4.2.11. 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.
- 4.2.12. 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.
- 4.2.13. 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.

5. CONTRACT DURATION

- 5.1. The duration of the contract is from 01 February 2023 to 31 March 2023.

6. BIDDER REQUIREMENTS

- 6.1. Bidders must submit company profile which includes related company experience.
- 6.2. Bidders must provide proof of conceptual grasp indicating a clear understanding of various tasks to be performed in the provision of exhibition stands.
- 6.3. Bidders must demonstrate the ability of the individual/professional team to render the services and the expertise of key staff members.
- 6.4. Bidders must indicate their years of experience in providing exhibition stands.

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- 6.5. Bidders must provide reference letters as proof of successful completion of similar projects in the previous years from current/pervious clients.
- 6.6. Bidders must provide a project workplan detailing work program outlining deliverables and timelines of various workflow tasks required for this project.

7. SPECIAL CONDITIONS

- 7.1. TKZN reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.
- 7.2. Bidders should demonstrate knowledge of TKZN's activities.
- 7.3. The successful bidder may be required to sign a Service Level Agreement (SLA) with the TKZN.
- 7.4. The successful bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless the Chief Executive Officer has prior to the assignment, consented in writing to the assignment.
- 7.5. The successful bidder may not intend to cede its right to payment in terms of a contract to a third party without the prior written consent of the CEO. A bidder may not by means of cession, cede any of his obligations to perform in terms of a contract to any third party.
- 7.6. The bidder(s) must formally indicate any objection the bidder(s) may have in making available, on request by the TKZN all working papers, data, documents, reports and evidence collected or prepared during the planning, execution and reporting of the assignment.

8. APPLICATION RULES

8.1. Expenses incurred:

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

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8.2. Confidentiality:

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

8.3. Number of Copies:

The RFQ responses shall be sent via email to the email address provided.

8.4. Late and incomplete applications:

Any application reaching the KwaZulu-Natal Tourism Authority later than the date and time provided will not be considered. Bidders must provide all the information requested in the terms of reference.

8.5. Closing of submissions:

The closing date and time for submissions is 09 February 2023 at 12h00 midday.

8.6. 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.

8.7. Further information

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

9. EVALUATION METHOD

- 9.1. All proposals received will be evaluated by a panel on a basis of functionality and will then have their Bids scored for price and BBBEE Points.
- 9.2. Tender applications need to meet the functionality evaluation criteria, which will be considered and applied during the evaluation process.
- 9.3. For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned in paragraph 10.8.

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- 9.4. A bidder that scores less than 70 points in respect of “functionality” will be regarded as submitting a non-responsive proposal and will therefore be disqualified.
- 9.5. Thereafter the 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2017. The goals for HDI are specified in the SBD 6.1 form.
- 9.6. An appointment will be made in terms of the procurement policy of the KwaZulu-Natal Tourism Authority.
- 9.7. It must be noted that in a case of a Joint Venture, the credentials of the lead company will be considered.
- 9.8. The evaluation criteria for functionality shall be as per the table below:

| Criteria for Evaluation | Maximum Score |
|---|---------------|
| <p>Company Experience:</p> <p>Bidders must submit company profile which includes company experience in the provision of exhibition stands.</p> <ul style="list-style-type: none"> • 0 – 2 years public sector experience – 5 points • 2 – 5 years public sector experience – 15 points • 5 – 7 years public sector experience – 25 points • 7 – 10 years public sector experience – 30 points | 30 |
| <p>Key Personnel</p> <p>Demonstrate ability of the individual/professional team to render the service. This must be supported with a submission of CV's of the project manager and/or team members reflecting their relevant experience in the provision of stands at shows business i.e. Project Manager and the team of experienced personnel etc. Certified certificates not older than 3 months must be provided otherwise the bidder will score zero.</p> | 20 |

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|--|------------|
| <p>Marketing Qualification or equivalent of the Project Manager</p> <p>No NQF8 qualification – 0 points</p> <p>NQF8 qualification – 20 points</p> | |
| <p>Experience in Project Management of the Project Manager</p> <p>Successful completion of similar projects</p> <p>No similar project – 0 point</p> <p>1 similar project – 5 points</p> <p>2 similar projects – 10 points</p> <p>3 similar projects – 15 points</p> <p>5 similar projects – 20 points</p> | 20 |
| <p>Methodology</p> <p>The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various workflow items/tasks required for this project must be submitted.</p> <p>Adequate program i.e., work items shown – 5 points</p> <p>Good program i.e., all necessary work items shown – 10 points</p> <p>Very good program i.e., all necessary and major work items shown – 20 points</p> | 20 |
| <p>Excellent program i.e., all necessary work items shown, including links between tasks and additional information – 30 points</p> | 30 |
| Total Score | 100 |



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10. NON-APPOINTMENT

TKZN reserves its rights either NOT to make an appointment and/or appoint the bidder with the lowest price. TKZN also reserves its right to negotiate the final price of those bids deemed technical compliant.

For Technical Enquiries Contact:

Miss Nonduduzo Mahlaba

Email: nonduduzo@zulu.org.za

11. APPLICATION RULES

11.1 Expenses incurred:

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

11.2 Confidentiality:

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

11.3 Late and incomplete applications:

Any quotations reaching the KwaZulu-Natal Tourism Authority later than the date and time given on 10.4 below will not be considered. Service providers must provide all the information requested in the terms of reference.

11.4 Closing of submissions:

Quotation must be e-mailed to quotes@zulu.org.za

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11.5 Information Contained in this document:

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11.6 Where suppliers 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 severable liable as a single entity in fulfilling the required services. Details of joint ventures must be clearly referenced.

11.7 Further information

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

12. INFORMATION TO BE SUBMITTED BY APPLICANTS

- 12.1 Quotation Document
- 12.2 Pricing
- 12.3 Completed SBD Documents (SBD 4, 6, 1, 8 and 9)
- 12.4 Certified Copy of BBBEE Certificate or Affidavit
- 12.5 CSD MAA Number
- 12.6 SARS Pin Document

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1 It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful service provider during and after the completion of the project at hand.



13.2 An appointment will be made in terms of the procurement policy of Tourism Kwazulu-Natal. *Zulu Kingdom. Exceptional*

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

APPROVED/ NOT APPROVED :

Digitally Signed by:
Sonto Mayise
Interim General manager: Convention Bure
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IP Address: 41.135.121.242
Date: 1/23/2023 7:13:15 PM
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