

Zulu Kingdom. **Exceptional**

REQUEST FOR QUOTATION FOR EVENT COORDINATION AND MANAGEMENT

TERMS OF REFERENCE

1. PURPOSE OF THE TERMS OF REFERENCE

- 1.1 Tourism KwaZulu-Natal (TKZN) seeks proposals from interested and suitably qualified Events Companies to provide décor and coordinating of the Africa's Travel Indaba business breakfast happening 09 May 2023.
- 1.2 In coordinating and managing Africa's Travel Indaba business breakfast event, the successful service provider will:

- Provide decoration for the event.
- Provide suitable Program Director for the event.
- Provide sufficient staff for desk registration for event.
- Coordinating and managing of the event from start to finish.
- If applicable sub-contract services for the execution of all related activities and manage all sub-contractors.

2. ABOUT TOURISM KWAZULU-NATAL

The KwaZulu-Natal Tourism Authority, trading as Tourism KZN (TKZN), which operates under the name Tourism KwaZulu-Natal, is responsible for the development, promotion, and marketing of tourism into and within the province. The Authority's statement of intent and direction is drawn from the mandate vested in the organization by the KwaZulu-Natal Tourism Act, 1996 (as amended, including No. 2 of 2002).

The vision of Tourism KwaZulu-Natal is to position the province of KwaZulu-Natal as Africa's leading tourism destination, nationally and internationally. To achieve this mandate, TKZN needs to continuously increase destination's profile and ensure brand awareness in all of the province's key source markets, through stakeholder relations.

2.1. The Authority's primary objectives are to develop marketing programs/tools to accomplish the following:

- Increase arrivals into the province
- Increase tourist spend
- Increase length of stay of visitors
- Increase geographic spread of visitors
- Improving seasonality patterns
- Contribute towards transformation of the KZN Tourism industry

2.2. In order to achieve these objectives, Tourism KwaZulu-Natal seeks to create tourism awareness platform through this Africa's Travel Indaba business breakfast. As such, Tourism KZN seeks to appoint a suitable service provider on a non-exclusive basis to execute this business breakfast.

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2.2.1 Africa's Travel Indaba Business Breakfast Details:

- Event name: Durban-KZN Indaba Breakfast
- Date: 09 May 2023
- Time: 06:30am to 09:30am.
- Venue: Durban ICC
- Number of guests: 250 pax
- Breakfast style: Banqueting style breakfast – ICC to provide.

2.3 Bidders are required to note the above details and quote based on the following logistic:

2.3.1 Event Deco Spec:

- Provide Program Director (with experience for program directing Tourism business events)
- Provide décor for the breakfast event:
- Suggested décor color scheme: whites, gold, green and soft yellows etc however bidder may offer alternatives suitable theme colors suitable for a breakfast event.
- Provide center pieces (fresh flowers) with base for each table, bidder may offer alternatives and variations.
- Provide table clothes and chair covers for each table.
- Provide an underplate for each table per total pax.
- Provide stage (6m x 3m) white.
- Provide 5 chairs and a coffee table for panel members for the stage.
- Coordinate the set up for the holding room for MEC, Mayor etc (this will be coordinated with the venue)
- Provide sufficient staff for registration desk and ushering of guests.
- Manage and coordinate the event on the day.

NOTE:

- Bidder to set up own meeting with ICC to see the venue.
- Cutlery, chairs and tables to be provided by the ICC, appointed bidder to liaise with ICC.
- Sound, podium and mics will be provided by the ICC, appointed bidder to liaise with ICC.
- Quotation should also include a mood board for the suggested set-up concept.

3. TIME FRAMES

The duration of the assignment to start once service provider receives a Purchase Order. Services to commence for only the duration of May 2022.

4. QUOTATION SUBMISSION

Quotation must be emailed to quotes@zulu.org.za.



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5 INFORMATION TO BE SUBMITTED BY APPLICANTS

- 5.1. Quotation Document
- 5.2. Pricing on Company Letterhead
- 5.3. Completed SBD Documents (SBD 4, 8 and 9)
- 5.4. Certified Copy of BBBEE Certificate or Affidavit
- 5.5. CSD MAA number
- 5.6. SARS Pin Document

NOTE: No proposals will be accepted after the closing time.

6 TKZN CONTACT

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