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Zulu Kingdom. **Exceptional****26 April 2023****REQUEST FOR QUOTATIONS FOR ESWATINI AIR AIRPORT ACTIVATION**

Date	:	5 May 2023
Time	:	11h30-13h30 (2 hours)
Venue	:	King Shaka International Airport International Arrivals
Services Required	:	Conceptualization and implementation of a high impact activation at King Shaka International Airport

1. Background

Eswatini will introduce the Eswatini-Durban route which with the inaugural flight landing on 5 May 2023. The purpose of the activation is to:

1. Welcome the establishment of the Eswatini-Durban route by creating hype around the landing of the first flight.
2. Showing a warm welcoming to guests on the first Eswatini Air flight into the province.
3. To create a favourable and memorable first impression of KwaZulu-Natal and creating a lively welcoming atmosphere.
4. To remind repeat visitors why KZN is their destination of choice.
5. Promote KZN as a fun, family, beach, adventure, culture, and heritage destination, characterized by a warm, all-year round climate.
6. To be the first key engagement point for delegates, where they can be informed on what they can do while they are in the province by highlighting attractions and activities on offer.

2. Proposed Activation Components to consist of the following Elements:

- Zulu Dancers who must be appropriately dressed in their respective cultural attire. The Zulu dancers must perform the traditional Zulu dance for the duration of the event. The total number of dancers must not exceed 15.
- 4 Branded promoters who will serve refreshments and distribute promotional material to the passengers on arrival of the first Eswatini Air flight from Eswatini on 5 May 2023. (Branded t-shirts to be supplied by Tourism KZN).



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- Ensure Brand visibility by ensuring that branding is erected at key points at the activation area two hours before the arrival of the first Eswatini Air flight (branding to be supplied by TKZN). The winning company will be responsible for collecting the branding from a place specified by TKZN and transporting it to the activation site, erecting the branding at the activation site, removing the branding from the activation site after the activation and returning the branding to a point specified by TKZN.
- Supply a Professional coffee station service to serve hot beverages (coffee, tea, cappuccino, latte's, hot chocolate etc.) with 2 barristers preparing the coffee, coffee station to have all sundries required: cups, stirrers, sugars, milk etc. The coffee station must cater for 80 people.
- Supply 2 x Social media boards.
- "Welcome Eswatini Air" signs.
- Supply bottled water which is packaged in 500ml plastic bottles x 80.
- Supply assorted juices (orange, mixed berries, apple, breakfast punch).
- Supply 2 x 750ml bottles of NON-Alcoholic JC Le Roux.
- Supply 2 x sanitizing stations with sanitizers.
- Supply podium, PA (Public Address) system (loud speaker and 3 microphones).
- Supply 10 cocktail tables and 10 black table cloths for the cocktail tables.
- Supply, deliver and erect a marquee which can accommodate for the seating of 80 people and 85 steel chairs for the duration of the event.
- Supply 3 rectangular tables and black table cloths for the rectangular tables.
- Supply all crockery and cutlery required for the event (glasses, plates, side plates, forks, knives, champagne flutes etc.)
- Supply finger lunch for 80 people. The finger lunch must include chicken drumettes, beef cocktail sausages, spring rolls, assorted samoosas, pork riblets, assorted mini pies which must include vegetable pies. Catering must include catering for 10 vegetarians and 10 Halaal guests.
- All setting up for catering, seating, sound and any other logistics must be ready by 10h45 on 05 May 2023.

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3. PRICING

3.1 Pricing must be inclusive of all costs that are to be covered by the Tour Operator as indicated and value added tax.

3.1.1 The 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022 and TKZN's SCM Policy.

3.1.2 All qualifying proposals will thereafter be evaluated on the 80/20-preference point system.

3.1.3 Where price score will be 80 points for requirements with a Rand value equal to or below R50 million inclusive of all applicable taxes.

3.1.4 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.

The following table will be used to calculate the Preference points:

80/20 Point System (R50 million and less procurement)	
Race: African	5 points
SMME (Proof must be submitted)	5 points
Gender: Female	5 point
Location: KwaZulu-Natal (proof of residence required)	5 points
Total	20 points

To qualify for preference points as per Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022 and TKZN's SCM Policy bidders must ensure that they submit the following documents:

- A stamped letter from the local councillor or municipal bill
- CSD Registration Report



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4. INFORMATION TO BE SUBMITTED BY APPLICANTS

4.1 Please submit your quotations to Quotes@zulu.org.za

COVID 19 PROTOCOLS TO BE OBSERVED AT ALL TIMES

4.2 The quotations must be accompanied by the following documents which must be valid:

- SBD 4, 6.1, 8 and 9
- BEE Certificate/Affidavit
- SARS PIN Document
- CSD Registration details with MAAA number

5. NON-APPOINTMENT

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

For Enquiries Contact TKZN Supply Chain Department by email on Quotes@zulu.org.za

Please note: No quotations will be accepted after the closing date/time.

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Mpho Mbuli

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Date