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## REQUEST FOR PROPOSALS

### APPOINTMENT OF A SERVICE PROVIDER FOR PRESENTATION SKILLS TRAINING FOR TOURISM KWAZULU-NATAL x 13 EMPLOYEES

#### TERMS OF REFERENCE

##### 1. BACKGROUND

Tourism KZN is responsible for the development, promotion and marketing of tourism for the province. The organisation is accountable to the Provincial Department of Economic Development, Tourism and Environmental Affairs and was established in terms of the KwaZulu-Natal Tourism Act, 1996, as amended by Act No. 2 of 2002.

To this end, the organisation seeks a suitably qualified service provider to undertake the training process for 13 x employees AT TKZN. The service provider will administer the entire training process as well. This will be classroom based training, at the site of the service provider.

##### 2. SCOPE OF WORK

Proposals must detail the following cost breakdown:

- > Modules to be covered in the training.
- > Learning material needed.
- > Manage the training
- > Providing attendance registers and certificates for the training
- > Close out report to TKZN after training

##### 3. LEARNING OUTCOMES:

Learning outcomes should include but not limited to:-

##### COURSE OBJECTIVES

- ☛ To equip individuals with the skills needed to make clear, logical and well-organised presentations.



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- 👉 Overcoming nerves.
- 👉 Defining the aims and selecting the material.
- 👉 Researching the audience.
- 👉 Language, tone and timing.
- 👉 Organising the order of the presentation.
- 👉 The persuasive process.
- 👉 Utilising Visual aids.
- 👉 Handling questions, interruptions and interacting with the audience.
- 👉 This should be interactive sessions with simulated exercises included in the course

At the conclusion of this course, learners will be able to:

- 👉 Make more effective and dynamic presentations.
- 👉 Use PowerPoint to reinforce presentation critical points.
- 👉 Plan and organise ideas into a logical and well structured presentation.
- 👉 Give a presentation with confidence and skill.
- 👉 Choose presentation media, which matches audience needs.
- 👉 Plan presentations around the needs of the audience.

Stimulating and informal, specific outcomes are achieved through full participation of all learners. Individual exercises and groups discussions to develop interactive skills. Role playing and simulation is encouraged in this training.

### Learning material needed

- The service provider will be responsible for providing the learning materials/guides
- Learner guides to be printed and disseminated to delegates by the service provider



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#### 4. EVALUATION PROCESS AND CRITERIA

- Selection will be conducted over three stages as detailed below:

Stage 1 - Compliance with Minimum Requirements

Stage 2 – Price and Specific Goals

##### 4.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

4.1.1 SBD 4, SBD 6.1, SBD 8, SBD 9

4.1.2 Company Profile

4.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);

4.1.4 Tac Compliance Status Pin

##### 4.2 STAGE 2 - PRICE AND SPECIFIC GOALS

4.2.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

4.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and/or catering and refreshments costs

| Evaluation                            | Maximum points to be awarded |
|---------------------------------------|------------------------------|
| Relative competitiveness of the price | 80                           |
| Specific/ RDP Goals (see the below t) | 20                           |
| Total Price and B-BBEE Points         | 100                          |

#### PREFERENCE GOALS

- contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of **race, gender or disability** as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000
- implementing the Reconstruction and Development Programme (**RDP Goals**) as per Gazette No. 16085 dated 23 November 1994;

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|  |  |
|--|--|
| The promotion of South Africa owned enterprises;   | The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered;  |
| The promotion of export orientated production to create jobs;  | The promotion of enterprises located in rural areas;   |
| The promotion of SMMEs;  | The empowerment of the work force by standardizing the level of skill and knowledge of workers;  |
| The creation of new jobs or the intensification of labour absorption;  | The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; |
| The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; | The Upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organization.  |
| The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;     |  |

The following table will be used to calculate the 20 points for Preference Points

| <b>80/20 Point System (50 million less procurement)</b> |                  |
|---|------------------|
| Race: African, Coloured, Indian, white                  | 10 points        |
| Location: Within the province of KZN                    | 5 points         |
| Location: Within SA                                     | 2 points         |
| Gender: Female  | 5 points         |
| Gender: Male  | 2 points         |
| <b>TOTAL</b>  | <b>20 points</b> |

The following may be used as proof for claiming preference points:

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



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5.2.3 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

5.2.4 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{min}$  = Price of lowest acceptable tender.

5.2.5 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

## QUOTATION SUBMISSION

Quotation must be emailed to [quotes@zulu.org.za](mailto:quotes@zulu.org.za).



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### SUBMISSION REQUIREMENTS:

- Must provide certificates at the end of training and a signed register
- A detailed outline of the modules that will be offered
- Accreditation/References to offer the training

Complied By: M. Thavar

Signed By: \_\_\_\_\_

Checked By:  T.Mdlophane\_\_\_\_\_

Digitally Signed by:  
**Mphathiswa Golodza**  
Senior Manager: HR and Administration [Ac  
a3500fc0-29d0-4ae2-b9e8-869c17f6c757  
IP Address: 197.101.138.137  
Date: 6/1/2023 5:29:32 PM  
Powered By RealSign

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