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REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER FOR NATIONAL TOURIST GUIDE TRAINING (NATIONAL QUALIFICATION)

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 National Tourist guide training for both nature and culture, based on all nine provinces, for one employee, who is a NQF Level 4 KZN Provincial Tourist Guide in Nature and Culture, on a parttime basis.

The service provider will administer the entire training and must be an accredited CATHSSETA (The Culture Arts, Tourism, Hospitality and Sports Sector Education and Training Authority) service provider to be able to train according to the nationally recognized standards and qualifications framework. Only national tourist guide trainers and assessors, accredited by CATHSSETA, that will be able to train according to the nationally recognized standards and qualifications network will be considered.

The training programme must be based on the applicable unit standards as registered on the NQF for both culture and nature unit standards. The training programme must include the duration of the course, course content, dates and time of training and fee structure.

2. SCOPE OF WORK

Proposals must detail the following cost breakdown:

- > Modules/ unit standards to be covered in the training.
- > Learning material needed.
- > How the training will be conducted and assessed.
- > Mentor / facilitator to guide and support the learner.
- > Assessments, moderation, and certification.
- > Close out report to TKZN after training



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3. LEARNING OUTCOMES:

Learning outcomes should include but not limited to:

- In the context of the tourist guiding industry, the national tourist guide qualification must enable the learner to acquire the knowledge skills and values that will enable him to organise and facilitate creative and innovative guiding experiences for both nature and culture in South Africa.
- The qualifying learner must be able to plan and implement safe tourist guiding experiences, and as such, contribute to tourism and the tourist guiding industry itself.

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 Tax 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

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



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PREFERENCE GOALS

- (i) 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
- (ii) implementing the Reconstruction and Development Programme (**RDP Goals**) as per Gazette No. 16085 dated 23 November 1994;

RDP GOALS

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

80/20 Point System (50 million less procurement)	
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
TOTAL	20 points



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

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.



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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: _A Wentzel_____

Digitally Signed by:
Mphathiswa Golodza
 Senior Manager: HR and Administration [Ac
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