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## REQUEST FOR QUOTATION FOR A TOUR OPERATOR

### TERMS OF REFERENCE

#### 1. PURPOSE OF THE TERMS OF REFERENCE

1.1 Tourism KwaZulu-Natal (TKZN) seeks proposals from interested and suitably qualified Tour Operators to provide transportation, activities, drinks and snacks for a hosting happening from 23-25 September 2023.

1.2 In coordinating the hosting the successful service provider will need to ensure:

- The vehicle used for the tour must be comfortable, air-conditioned, clean and roadworthy.
- The vehicle used for the tour must be a 4-seater.
- Arrive at pick up points on time.
- The driver must be experienced and have good knowledge of the routes in the below itinerary.
- The driver must be able to navigate the travel from point to point.
- Cater soft drinks, juice, water and snacks for the guests in the vehicle while travelling with the guests and for the duration of the tour.
- The vehicle must be cleaned daily.
- The driver must provide his/her own meals and accommodation.
- The Tour Operator/driver must provide the services allocated to the 'Tour Operator' in the itinerary.
- The Tour Operator must book activities and restaurants at least 2 days before arrival to ensure that all is in order.

#### 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.

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

### 2.2.1 Hosting Details as per detailed itinerary below:

KZN HAS IT ALL-BELIEVE IT  
AFRICA SHOWCASE PRIZE WINNER

**Contact:** Lungile (083 281 6964) OR Reggie (073 541 6919)

**Group:** Africa Showcase Prize Winner

**Number Of Guests:** 2

23 September		
Time	Activity	Responsibility
	Pick up from Umhlali	Tour operator
	Depart for Drakensberg	Tour operator
	Lunch	Guests own expense
	Afternoon leisure	Guests
19H00	Dinner at Dragonview Hotel	TKZN
	Overnight at the hotel	
24 September		
08H00	Breakfast	TKZN
10H00	Transfer to Drakensberg Canopy Tours: Experience nature like never before as you slide through the forest canopy and enjoy a unique birds-eye view on the world around you. Set within the magnificent Blue Grotto forest, the Drakensberg Canopy Tour® is guaranteed to take your breath away. The forest is home to over 150 species of birds including the rare Bush Blackcap.	Tour Operator
12H00	Quad biking	Tour Operator
14H00	Lunch	Guests own expense
17H00	Afternoon leisure	Guests
19H00	Dinner at Hotel	TKZN
	Overnight at the hotel	
25 September 2023		
08H00	Breakfast and checkout	TKZN
10H00	Transfer back to Umhlali	Tour operator



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

### 2.3.1 Hosting Spec:

- The vehicle used for the tour must be comfortable, air-conditioned, clean and roadworthy.
- The vehicle used for the tour must be a 4-seater.
- Arrive at pick up points on time.
- The driver must be experienced and have good knowledge of the routes in the below itinerary.
- The driver must be able to navigate the travel from point to point.
- Cater soft drinks, juice, water and snacks for the guests in the vehicle while travelling with the guests and for the duration of the tour.
- The vehicle must be cleaned daily.
- The driver must provide his/her own meals and accommodation.
- The Tour Operator/driver must provide the services allocated to the 'Tour Operator' in the itinerary.
- The Tour Operator must book activities and restaurants at least 2 days before arrival to ensure that all is in order.

## 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 23 – 25 September 2023.

## 4. QUOTATION SUBMISSION

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

## 5. 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

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## 5.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

5.1.1 SBD 4, SBD 6.1

5.1.2 Company Profile

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

5.1.4 Tax Compliance Status Pin

## 5.2 STAGE 2 - PRICE AND SPECIFIC GOALS

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

5.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

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

### The 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

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(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;	Promotion of Youth-owned enterprises.

## 6. PRICING AND SCORING

- 6.1 The 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022.
- 6.2 All qualifying proposals will thereafter be evaluated on the 80/20-preference point system.
- 6.3 Where price score will be 80 points for requirements with a Rand value equal to or below R50 million inclusive of all applicable taxes.
- 6.4 The following formula will be used to calculate the points out of 80 for price.

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



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Ps = Points scored for price of tender under consideration;  
 Pt = Price of tender under consideration; and  
 Pmin = Price of lowest acceptable tender.

6.5 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	15 points
Location: Within eThekweni Metro	5 points
<b>TOTAL</b>	<b>20 points</b>

6.6 To qualify for preference points as per Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022 bidders must ensure that they submit the following documents:

- Location: A stamped letter from the local councillor or municipal bill or lease agreement.
- Race: CSD Full Registration Report/CIPC Document.

## 7 INFORMATION TO BE SUBMITTED BY APPLICANTS

- 7.1. Quotation Document
- 7.2. Pricing on Company Letterhead
- 7.3. Completed SBD Documents (SBD 4, 6.1)
- 7.4. Certified Copy of BBBEE Certificate or Affidavit
- 7.5. CSD MAA number
- 7.6. SARS Pin Document

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



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## 8 TKZN CONTACT

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