

REQUEST FOR QUOTATION FOR TOURISM KWAZULU-NATAL PHOTOGRAPHY BRIEF 2023 AUGUST/SEPTEMBER ENGAGEMENTS



Zulu Kingdom. **Exceptional**

Tourism KZN is looking for a photographer that will assist us to capture these moments so we can start to rebuild our tourism sector through powerful and impactful images that will capture the vibrancy of the tourism sector.

1. SCOPE OF SERVICES

- A total of 120 hours of photography services.
- Availability when requested mostly (Friday to Sunday)

The appointed photographer will be required to provide the following:

- Take images during the South Coast Tourism Media hosting on 25-27 August 2023
- Take images during the Eswatini Media hosting 5 -8 September 2023 (TBC)
- Take images during the TKZN tourism month activation 14-17 September 2023
- Take images during the Radio 2000 Broadcasts 22-24 September 2023
- Take images during the Radio 2000 Broadcasts 29-30 September 2023
- Take images during the month of September.
- Images will have to be of high quality that can be used for newsroom content and stories.
- Images will have to be impactful and capture the warmth, excitement, and purpose of the hostings/activations and beauty of the location.
- Images to be shared in real time to the assigned TKZN representative and media personnel
- The appointed photographer must have a proven record as a photo – journalist with a least 5 years of experience in the mainstream newsroom (Must provide CV or Press Card as part of the quotation)
- The appointed photographer must be willing to travel with our team across the province for this project.
- All images captured through this campaign will belong to Tourism KZN.
- Unused hours will be rolled over to TKZN for any future Photography services required.
- The appointed photographer will liaise directly with the Tourism KZN PR and Communications Unit for picture ideas needed to capture the essence of the hostings/activations.
- The appointed photographer will have to submit all edited and unedited Hi-Res images with captions to Tourism KZN within 2 days, after each activation.
- Transport to the out of activations will be provided and if the service provider chooses to use alternative transport, TKZN will NOT be liable for the mileage.

1. NON-APPOINTMENT

TKZN reserves its rights either NOT to make an appointment and/or appoint the bidder with the lowest price. TKZN also reserves its right to negotiate the final price of those bids deemed technical compliant. For Technical Enquiries Contact: Nhlanhla Ngwenya
Email: nhlanhla@zulu.org.za

2. APPLICATION RULES



Expenses incurred:

Neither Tourism KwaZulu-Natal nor any organ of state will be held liable for any expense incurred by the applicants.

Confidentiality:

The contents of the quotation will be kept strictly confidential by the Authority and its advisors.

Closing of submissions:

Quotation must be submitted via e-mailed to Quotes@zulu.org.za no later than Any quotations reaching the KwaZulu-Natal Tourism Authority later than the above stipulated date, will not be considered.

Information Contained in this document:

The information/data provided in this document, together with any subsequent issue of addenda of information/data is given in good faith for the guidance of applicants. No warranties or representations are given regarding accuracy or completeness of such inform.

3. QUOTATION SUBMISSION

Quotation must be e-mailed to Quotes@zulu.org.za by no later than **SCM to advise**

4. EVALUATION PROCESS AND CRITERIA

- Selection will be conducted over two (2) stages as detailed below:

Stage 1 - Compliance with Mandatory Requirements

Stage 2 - Price and Preferential/ Specific Goals

- **STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS**

All proposals must be completed and accompanied by:

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD)
- The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.
- SBD 1- A resolution letter MUST be attached as per requirements of SBD 1.
- SBD 4- Declaration of Interest
- Bidder must have a minimum of five (5) year's previous experience in mainstream newsroom (Must provide CV or Press card as evidence of experience)
- Bidder must have a minimum of three (3) positive reference letters from previous clients.



PRICE AND SPECIFIC GOALS

- Proposals will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.
- Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage 1 of the evaluation (Mandatory requirements)
- In line with Preferential Procurement Regulations 2022 and TKZN Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit evidence to claim points for specific goals in terms Historically Disadvantaged Individuals:

			POINTS
PRICE			80
Specific GOALS	≥51%Black Ownership	5	20
	≥51% Women Ownership	5	
	≥51% Youth Ownership	5	
	The promotion of enterprises located in KwaZulu-Natal	5	
Total points for Price and SPECIFIC GOALS			100

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

- BBBEE Affidavit
- BBBEE Certificate
- CIPC
- CSD Full Registration Report
- SA ID document
- A stamped letter from the local councillor or municipal utility bill or Lease Agreement

5. TKZN Contact Nhlanhla/Phakaman

phakamani@zulu.org.za / nhlanhla@zulu.org.za

PREPARED BY _____

Digitally Signed by:
Nhlanhla Ngwenya
 Communications Coordinator
 27771e05-e866-475e-9198-182371ef2c59
 IP Address: 105.245.171.206
 Date: 8/15/2023 10:05:46 AM
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Date: 15/08/2023 10:05:46 AM

Ms. Nhlanhla Ngwenya
 Communications Coordinator

APPROVED/ NOT APPROVED _____

Senior Manager: PR and Comms |
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Date: 15/08/2023 11:19:11 AM

Ms. Pinky Radebe
 Senior Manager: PR and Comms

Corporate Office: Ithala Trade Centre, 2nd and 3rd Floors, 29 Canal Quay (Signal) Road, Durban, 4001, GPS coordinates: -29.870129, 31.050016, Information Office: Shop 1A, uShaka Marine World 1 Bell Street, Durban, 4001, PO Box 2516, Durban, 4000, South Africa, Switchboard: +27 (0) 31 366 7500, Fax: +27 (0) 31 305 6693, King Shaka Airport Office: +27 (0) 32 436 0013 V&A Cape Town Office: +27 (0) 21 418 1684, Customer Care: 0860 101 099, uShaka Marine World: +27 (0) 31 337 8099, Email: info@zulu.org.za.



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