



TOURISM KWAZULU-NATAL INVITES ELIGIBLE SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATION	
REQUEST FOR QUOTATION	
REQUISITION NUMBER	10779
DESCRIPTION	REQUEST FOR QUOTATION FOR SERVICE PROVIDER TO PROVIDE STAND BUILDING SERVICES FOR INDABA 2024
CLOSING DATE AND TIME	18 MARCH 2024 @ 15H00
CSD No.	<hr/>
SUBMISSION DETAILS	Email Submission: quotes@zulu.org.za OR Hand Delivery: Tourism KwaZulu-Natal 2 nd floor, Ithala Trade Centre Building, 29 CanalQuay, Point, Durban (Document must be inserted into the <u>Bid Box</u>) <i>Late submissions will not be accepted</i>
SCM ENQUIRIES	Contact: Kiara Mohan Tel / Email: 031 366 7563 Kiara@zulu.org.za
TECHNICAL ENQUIRIES	Contact: Thabisile Mthethwa Tel / Email: 031 366 7570 Thabisile@zulu.org.za

NAME OF BIDDER.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TOURISM KWAZULU-NATAL (TKZN)					
BID NUMBER:		CLOSING DATE: 18 March 2024		CLOSING TIME: 15h00	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
2nd Floor, Ithala Trade Centre Building					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON				CONTACT PERSON	
TELEPHONE NUMBER				TELEPHONE NUMBER	
FACSIMILE NUMBER				FACSIMILE NUMBER	
E-MAIL ADDRESS				E-MAIL ADDRESS	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided– (not to be re-typed) or online				
1.3 Quotations above R2000 will be evaluated based on functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 TKZN reserves the right to enter negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 TKZN shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 TKZN will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 TKZN will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where No Tax Compliance status (TSC) or pin is availablebut the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p>				
<p>1.10 The bidder has examined the information provided in the bid documents and x sizeer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. Bidder must confirm the availability of the proposed team members. The bidder confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date</p>				
<p>1.11 TKZN's business of conduct and ethics: 1.11.1 Relationships with customers and suppliers - To ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of TKZN, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p>				

B. ADMINISTRATIVE COMPLIANCE

<u>2. STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<p><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p>2.1 Mandatory</p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 prior to the award of the bid;</p> <p>2.1.3 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				
<p>3. <u>STAGE TWO: FUNCTIONALITY</u> - Minimum qualifying score: A bidder scoring below 70 points in quality will be considered as disqualified for evaluation and will be discarded from any further evaluation</p>				

4. STAGE THREE: PRICE AND PREFERENTIAL/SPECIFIC GOALS – 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.

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4.1 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage Stage 1 of the evaluation (Mandatory requirements)				
<p>4.2. In line with Preferential Procurement Regulations 2022 and TKZN Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms of Historically Disadvantaged Individuals:</p> <p>a) 51% or more ownership by Black People- 8 points</p> <p>b) 51% or more ownership by Black Women – 4 points</p> <p>c) 51% or more ownership by Black Youth – 4 points</p> <p>d) The promotion of enterprises located in KwaZulu-Natal – 4 points</p> <p>The following may be used as proof for claiming preference points:</p> <ul style="list-style-type: none"> • 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. ADJUDICATION OF BID				
5.1 The quotation shall be awarded at the sole and absolute discretion of TKZN. TKZN hereby represents that it is not obliged to award this quotation to any bidder. TKZN is entitled to retract this quotation at any time as from the date of issue. TKZN is not obliged to award this quotation to the bidder that quotes the lowest.				
5.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of TKZN regarding this quotation from the date the quotation is submitted until the date of award of the quotation.				
6. Awarding of contract				
6.1 The TKZN Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. TKZN's standard terms and conditions will not be negotiated.				
6.2 TKZN reserves the right to award this quotation in full or part				

C. SPECIFICATION/ TERMS OF REFERENCE

REQUEST FOR QUOTATION

TERMS OF REFERENCE:

Provide a strategic stand build services (supply, delivery and installation) and for Tourism KwaZulu-Natal.

DESCRIPTION	STAND BUILD SERVICES - INDABA 2024
DETAILS	PROVIDE STAND BUILDING SERVICES
PLACE WHERE SERVICES REQUIRED	DURBAN EXHIBITION CENTRE
CONTACT PERSON	THABISILE MTHETHWA

1. BACKGROUND

The KwaZulu-Natal Tourism Authority, trading as Tourism KwaZulu-Natal (TKZN) is a statutory body responsible for the development, promotion, and marketing of tourism into and within the province. To achieve this mandate, TKZN needs to continuously increase the destination's profile and ensure brand awareness in all the province's key source markets, through marketing, advertising, and promotions.

This mandate is delivered through three strategic business units, namely:

- Marketing - whose main mandate is to drive awareness amongst consumers and tourism trade domestically, regionally and internationally.
- Durban KwaZulu-Natal Convention Bureau - responsible for attracting MICE (Meetings, Incentive, Conferences and Exhibitions) and Business Tourism into the province.
- Tourism Development - mandated to identify new developments as well as to drive transformation and development of small to medium black owned enterprises.

2. ABOUT THE BRAND

Our destination brand key is as follows:



2.1 The destination brand is positioned as the EXCEPTIONAL – Zulu Kingdom.

3. ZULU KINGDOM BRAND ATTRIBUTES:

- After conducting an extensive brand insight activator, the following were identified as key unique selling propositions for the Zulu Kingdom brand:
 - Wildlife;
 - Heritage;
 - Adventure;
 - Trade Gateway;
 - Zulu; and
 - Beaches.

4. TKZN STRATEGIC OBJECTIVES

4.1 TKZN's primary objectives are to develop marketing programs/tools to increase destination awareness and conversion to choosing KZN as the tourism destination which will result in the following:

4.1.1 Increased arrivals into the province,

- 4.1.2 Increased tourist spend,
- 4.1.3 Increased length of stay of visitors,
- 4.1.4 Increased geographic spread of visitors,
- 4.1.5 Improving seasonality patterns, and
- 4.1.6 Contribute towards transformation.

5. SERVICE REQUIREMENTS:

5.1. Scope of services will include design, production, on-site construction, on-site management, breakdown and transportation of the stand.

5.2. Stand requirements:

5.2.1. The Africa's Travel Indaba stand will be 256sqm in size to accommodate 24 exhibiting partners.

5.2.2. The stand must have appropriate branding and maximum visibility for business interactions.

5.2.3. The stand to include placement of furniture and appropriate décor.

5.2.4. The design must be open plan and free flowing.

5.2.5. The KZN stand will be located at the Durban Exhibition Centre.

5.2.6. Each exhibiting partner requires the following:

- a desk/table accommodating two (2) exhibitors and two (2) clients,
- Provide space for signage,
- Four (4) chairs with back support,
- Lockable storage,
- 1x electric power point

5.2.7. Two (2) branded reception desks for meetings diary management and information dissemination.

5.2.8. Four (4) bar stools with back support.

5.2.9. Central storage area including shelving and a refrigerator.

5.2.10. Waste bins at all strategic points on the stand.

5.2.11. 2 X formal meeting rooms of six (6) guests each with boardroom set up (tables and executive chairs). The boardrooms to be enclosed and make accommodation for soundproofing.

5.2.12. One (1) open plan lounge; area set up requirements:

- 2 X 2 seater couches
- 2 X Tub armchairs
- 1 Coffee table

5.2.13. Lighting suitable to enhance the stand look and feel.

5.2.14. TV screen for the reception area.

5.2.15. Stand building material to incorporate green and sustainable materials.

- 5.2.16. Ensure the stand adhere to safety and security regulations as stipulated by the venue.
- 5.2.17. Work in liaison with TKZN's creative agency and TKZN project leader.
- 5.2.18. The stand artwork will be provided by TKZN.
- 5.2.19. Liaise with Africa's Travel Indaba organisers to ensure compliance with the show rules and regulations.
- 5.2.20. Complete stand handover on 12 May 2024.
- 5.2.21. Provide on-site assistance and stand maintenance throughout the Show.
- 5.2.22. Provide a written close out report to be presented to TKZN in a virtual meeting on 15 June 2024.

6. SERVICE STANDARDS AND QUALITY

- 6.1. TKZN reserves the right to review as it deems appropriate the level of service received from the service provider.
- 6.2. The service provider must declare any interest it has in an assignment as well as declare any possible conflict of interest with TKZN in the pursuance of the proposed assignment.
- 6.3. Should any conflict of interest be discovered during the assignment, TKZN reserves the right to summarily cancel the agreement and demand that all information, documents and property of TKZN be returned.

7. CONTRACT DURATION

- 7.1. The duration of the contract is from 1 April 2024 to 30 June 2024.

8. BIDDER REQUIREMENTS

- 8.1. Bidders must submit company profile which includes related company experience.
- 8.2. Bidders must provide proof of conceptual grasp indicating a clear understanding of various tasks to be performed in the provision of exhibition stands.
- 8.3. Bidders must demonstrate the ability of the individual/professional team to render the services and the expertise of key staff members by providing CVs of the support team.
- 8.4. Bidders must indicate their years of experience in providing exhibition stands.
- 8.5. Bidders must provide reference letters as proof of successful completion of similar projects in the last five (5) years from current/pervious clients.
- 8.6. Bidders must provide a project workplan detailing work program outlining deliverables and timelines of various workflow tasks required for this project.

9. SPECIAL CONDITIONS

- 9.1. TKZN reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.
- 9.2. Bidders should demonstrate knowledge of TKZN's activities.
- 9.3. The successful bidder may be required to sign a Service Level Agreement (SLA) with the TKZN.
- 9.4. The successful bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless the TKZN Chief Executive Officer has prior to the assignment, consented in writing.
- 9.5. The successful bidder may not intend to cede its right to payment in terms of a contract to a third party without the prior written consent of the TKZN CEO. A bidder may not by means of cession, cede any of his obligations to perform in terms of a contract to any third party.
- 9.6. The bidder(s) must formally indicate any objection the bidder(s) may have in making available, on request by the TKZN all working papers, data, documents, reports and evidence collected or prepared during the planning, execution and reporting of the assignment.

10. Terms of Reference REQUIREMENTS

10.1. Standard bid documentation

All bidders are required to complete the Standard Bid Documentation. Failure to do so may render the bid non-responsive.

10.2. Technical proposal

The technical proposal should comprise the following elements:

- Understanding of the assignment and scope of work.
- Experience of the service provider including relevant track record, reputation, references letters on letterhead of clients, record of affiliation and experience of conducting similar work.
- Proposed team profile and other key members of the team.

Detailed project execution plan, including task definition and allocation, project timeframes / timetable and milestones as well as feedback and reporting plan to TKZN.

10.3. Financial proposal – See Annexure A

11. APPLICATION RULES

11.1. Expenses incurred:

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

12. Confidentiality:

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

13. 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 information.

14. Further information

The Tourism KwaZulu-Natal reserves the right to seek further information from the applicants, as it considers necessary.

15. INTELLECTUAL PROPERTY RIGHTS

15.1. It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful bidder during and after the completion of the project at hand.

15.2. An appointment will be made in terms of the SCM policy of Tourism KwaZulu-Natal.

15.3. Please note: No proposals will be accepted after the closing time.

16. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

16.1. The Bidder undertakes to obtain the necessary consent proprietors, or their licenses should the Bidder make use of the intellectual property of any other person.

16.2. The Bidder hereby indemnifies Tourism KwaZulu-Natal against any action, claim, damage or legal cost that may be instituted against Tourism KwaZulu-Natal on the ground of an alleged infringement of any copyright or other intellectual property right in connection with the work outlined with this bid.

16.3. The Bidder further indemnifies Tourism KwaZulu-Natal against any claim or action (including costs) caused by and/or arising from the failure to obtain such consent.

16.4. All original drawings and documents received from Tourism KwaZulu-Natal together with all other drawings, including photographic reductions and negatives thereof, computer programs and other data prepared by the Bidder in connection with the work with prior approval and at the expense of Tourism KwaZulu-Natal, shall be lodged together with any software and/or intellectual property rights in relation thereto with Tourism KwaZulu-Natal and become the property of Tourism KwaZulu-Natal. Bidder shall not make any of the data, details, drawings or information available to any third party, for whatever reason, without prior written approval of Tourism KwaZulu-Natal and shall take the necessary steps to safeguard against this happening.

16.5. Copyright of all documents prepared by the Bidder in terms of this bid shall be owned by TKZN and TKZN shall have unlimited access and free use of the material as and when required.

17. EVALUATION METHOD

17.1. The selection will be conducted over three stages as detailed below:

- Stage 1 - Compliance with Administrative Compliance
- Stage 2 – Functionality
- Stage 3 - Price and Specific Goals

17.2. All proposals received will be evaluated by a panel on a basis of functionality and will then have their Bids scored for price and specific goals Points.

17.3. Bidders applications need to meet the functionality evaluation criteria, which will be considered and applied during the evaluation process.

17.4. For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

17.5. A bidder that scores less than 70 points in respect of “functionality” will be regarded as submitting a non-responsive proposal and will therefore be disqualified.

17.6. Thereafter the 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022. The goals for HDI are specified in the SBD 6.1 form.

17.7. An appointment will be made in terms of the procurement policy of the KwaZulu-Natal Tourism Authority.

17.8. It must be noted that in a case of a Joint Venture, the credentials of the lead company will be considered.

17.9. The evaluation criteria for functionality shall be as per the table below:

Criteria for Evaluation	Maximum Score
<p>Related Industry Company Experience and Portfolio: Bidders must submit company profile which includes company experience in the provision of exhibition stands.</p> <ul style="list-style-type: none"> a) No previous related experience = 0 points b) Previous and current related experience less than three years = 5 points <ul style="list-style-type: none"> • Previous and current related experience three year or more years = 10 points 	10
<p>Company’s cumulative years’ experience in feasibility studies, business planning, and project management. Attach relevant references of current and previous work done.</p> <p>To score points bidders must submit positive reference letter of current and previous work done.</p> <ul style="list-style-type: none"> a) No positive reference letter = 0 points b) One to two positive references from contactable clients = 7 points c) Three positive references from contactable clients = 15 points d) Four or more positive reference from contactable clients = 20 points 	20

Criteria for Evaluation	Maximum Score
<p>Key Personnel</p> <p>Demonstrate ability of the individual/professional team to render the service. This must be supported with a submission of CV's of the project manager and 3 team members reflecting their relevant experience in the provision of stands at shows i.e. Project Manager and the team of experienced personnel etc. Certified certificates not older than 3 months must be provided otherwise the bidder will score zero.</p> <p>Project Management Qualification or equivalent of the Project Manager</p> <ol style="list-style-type: none"> National Diploma (NQF Level 6) in Project Management or equivalent certificate in the same field = 10 points Bachelor degree in Project Management NQF Level 7 equivalent certificate in the same field = 20 points 	<p>20</p>
<p>Experience in Project Management of the Project Manager</p> <p>Number of relevant years of experience:</p> <ol style="list-style-type: none"> Below 5 years = 5 points Above 5 up to 7 years = 10 points Above 7 up to 10 years = 15 points Above 10 years = 20 points 	<p>20</p>
<p>Functionality of stand: The Stand addresses functional requirements and contributes to the positive and maximum exposure of the Tourism KwaZulu-Natal brand</p> <p>Note: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> Comprehensively addressed all functional requirements and contribute to the positive and maximum exposure of the Tourism KwaZulu-Natal brand = 20 points Addressed some but not all of the functional requirements and contribute to the positive and maximum exposure of the Tourism KwaZulu-Natal brand = 10 points Did not address the functional requirements and does not contribute to the positive and maximum exposure of the Tourism KwaZulu-Natal brand = 0 points 	<p>20</p>
<p>Methodology</p> <p>The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various workflow items/tasks required for this project must be submitted.</p> <ul style="list-style-type: none"> Clear approach that demonstrates the understanding of the project objectives Detailed outlining of tasks Clear and realistic timelines, project tracking and communication tools (project timeline with milestone Coherence in the overall project and implementation. No proposal/ proposal reflects poor understanding of the terms of 	<p>10</p>

Criteria for Evaluation	Maximum Score
<p>reference = 0 point</p> <ul style="list-style-type: none"> • Proposal shows understanding of terms of reference but Provides an adequate programme= 5 points • Proposal displays clear understanding of the terms of reference, clear on how results will be achieved and provides excellent programme with of ability to achieve all necessary work items shown, including links between tasks and additional information = 10 points 	
Total Score	100
Minimum qualifying score: A bidder scoring below 70 points in quality will be considered as disqualified for evaluation and will be discarded from any further evaluation.	

D. PRICING SCHEDULE

PRICING SCHEDULE

Annexure A

Activity	Price per m2	Amount (R)
Africa's Travel Indaba 2023		
Hiring of furniture, and all other necessary equipment		
On-site Construction		
Production of the stand		
On-site management		
Break-down		
Transportation		
Other		
Total (Incl. VAT)		

TOTAL COST FOR THE STAND (Incl Vat) R

Note 1 -TKZN reserves its right to negotiate the final fee/price.

Note 2 -Fees must be inclusive of VAT.

Note 3 - To show the total cost per deliverable **per attached annexure.**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender under consideration

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% or more ownership by Black People	8 points	
51% or more ownership by Black Women	4 points	
51% or more ownership by Black Youth	4 points	
The promotion of enterprises located in KwaZulu-Natal	4 points	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

