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REQUEST FOR QUOTATION FOR EVENT COORDINATION AND MANAGEMENT

TERMS OF REFERENCE

1. PURPOSE OF THE TERMS OF REFERENCE

1.1 Tourism KwaZulu-Natal (TKZN) seeks proposals from interested and suitably qualified Events Companies to provide sound and equipment and coordinate TKZN's Durban July event happening 1st July 2023.

1.2 In coordinating and managing the Durban July event, the successful service provider will:

- Provide sound and entertainment.
- Identify and provide suitable Program Director for the event.
- Coordinate and manage the artist at event.
- Sub-contract services for the execution of all related activities and manage all sub-contractors.

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

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

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2.2.1 Hollywoodbets Durban July:

- Event name: Hollywoodbets Durban July
- Date: 1st July 2023
- Time: 09:00am to 24:00pm.
- Venue: Greyville Racecourse
- Number of guests: 250 pax
- Theme: Out of This World

2.3 Bidders are required to note the above details and quote based on the following event entertainment:

2.3.1 Event Entertainment Logistics:

- Provide 1 programme director with MCing experience at Durban July (recommend 3 options)
- Provide 1 resident DJ(a DJ who will have residency at the marquee for the duration of the event) (recommend 3 options)
- Provide 2 Prominent DJs (DJs with years of experience DJing at lifestyle events (recommend 4 options)
- Provide 1 Afro Pop band (recommend 3 options)
- Provide 1 main act artist (recommend 3 options)
- Provide stage (6m x3m), sufficient for all entertainment.
- Provide all sound and equipment for the above-mentioned entertainment.
- Provide sound and equipment as per artist spec, if applicable.
- Provide a power generator for the event & all extension cords
- Manage and coordinate the entertainment on event day.
- Provide a minimum of 2 staff to work on the day

NOTE:

- The suggested entertainment must take into account the guests being hosted, as this is a strategic networking function where TKZN will host corporate guests, tourism trade and international media.
- Bidder to note the below programme of the day showing entertainment slots.
- Bidder to note below previous entertainment spec used
- Bidder to submit cost breakdown for all items required
- Service provider to liaise with the décor supplier and TKZN once appointed
- Service provider to liaise with Gold Circle to get permission for the operation on the generator.
- All entertainment to be approved by TKZN
- Bidder to note that will be required procure their own entrance tickets to the event
- Bidder to note that will be required to make their own arrangements to see the venue and TKZN will assist with the venue contact person
- All elements to be approved by TKZN before execution
- Service providers are encouraged to adhere to the KZN Treasury Circular No PT (2) of 2021/22 on cost cutting measures provided when quoting.
- All approval mentioned above will be done once bidder is appointed.
- Bidder to note appointment will be made upon Treasury approval of event cost.



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DURBAN JULY TKZN HOSPITALITY PROGRAMME**Programme Director:** Recommend 3 options

10:00 – 10:30 Guests Arrival

10:00 – 12:00 Mid-Morning SnacksBackground music by **Resident DJ**12:00 – 13:00 Music by – **Resident DJ**

13:00 – 13:10 Welcome Address: Acting CEO, Tourism KZN

13:10 – 14:15 LUNCHBackground music by **Resident DJ**14:15 – 14:25 **Betting Expert (provided by TKZN)**

14:25- 14:40 KZN Sponsored Race: Race 5

14:45 – 16:00 **Prominent DJ-1:**

16h00 – 18h00 Race 7 Hollywoodbets Durban July Main Race

18:00- 18h45 **Resident DJ:****18:45 – 19h30 Evening snacks served**19:30 – 20h15 **First Live Performing Act: Afro Pop Band**20h15 – 21:00 **Prominent DJ 2**20h00 - 21h00 **Resident DJ:**21:00 – 23:00 **Main Act - Can be national/ provincial****Description: Technical Requirements****Audio/Sound-** speakers, sub bass, processors, mixing desks**Stage Backline-** monitors, handheld mics**Sound Band Backlines-** drum mics, DI's, Guitar Amps, Drum kit, cable mics, 2x8 way cross stage mults**DJ KIT-** 2X CDJS 2000, pioneer DJM 900 Nexus mixer**DJ BOOTH-** with curved H40v truss under structure**Lighting Interior-** profiles for main stage, LED par cans, Truss totems, Base plates, top plates, Robin 600 LED color wash moving heads on the totem, moving head beam lights, Avolite Tiger Touch Lighting console, dimmer and desk, follow spots, le maître hazers, wireless DMX system, cabling**Lighting Exterior-** x2 Mythos High powered beam lights, mythos waterproof outdoor dome IGLOOS, color waterproof LED floods for outside no need for this**STAGING-** a creative concept of an impactful stage is to be submitted as a proposal together with the full quotation with the budget breakdown for the entire job. NB: the proposed stage concept should have the ABS surface**Fashion Show ramp-** the stage concept should make provision of the fashion show ramp**Truss structure Above Dance stage/floor** – to accommodate the lighting and the LED screens on the side space would not allow for this at the Pavillion**Engineer Certificate****Electrical Certificate****Power-** PLUG BOXES, power supply, power to be supplied by VDJ
Supplier to provide back-up generator**Technicians required-** audio, lighting, follow spot, set up and strike crew**Screens-** x3 = 3mx4m LED 2 inside an 1 outside space would not allow for this rather the below**6 X 62cm Plasma Screens** with live feeds on what is happening on stage and at the race course



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 **July 2023**.

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4. QUOTATION SUBMISSION

Quotation must be emailed to goutes@zulu.org.za (SCM to advise)

5. PRICING AND SCORING

5.1 The 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022 and TKZN's SCM Policy.

5.2 All qualifying proposals will thereafter be evaluated on the 80/20-preference point system.

5.3 Where price score will be 80 points for requirements with a Rand value equal to or below R50 million inclusive of all applicable taxes.

5.4 The following formula will be used to calculate the points out of 80 for price.

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

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.

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

80/20 Point System (50 million less procurement)	
Race: African (proof of full CSD report/CIPC)	15 points
Location: Within eThekweni Metro (proof of Municipal bill/Local Council letter)	5 points
TOTAL	20 points

5.6 To qualify for preference points as per Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022 and TKZN's SCM Policy bidders must ensure that they submit the following documents:

- A stamped letter from the local councilors or municipal bill
- CSD Registration Report

6. INFORMATION TO BE SUBMITTED BY APPLICANTS

6.1 Quotation Document

6.2 Pricing on Company Letterhead

6.3 Completed SBD Documents (SBD 4, 6, 1 8 and 9)

6.4 Certified Copy of BBBEE Certificate or Affidavit

6.5 CSD MAA number

6.6 SARS Pin Document

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

7. TKZN CONTACT

Siphokazi / Samkelo

siphokazi@zulu.org.za / samkelo@zulu.org.za



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Approved by:

A handwritten signature in black ink, appearing to read "S. Siphokazi", written over a horizontal line.

Senior Manager | aeb2557e-043c-43c3-9964-cd9d39040a70

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