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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 ground transportation for the Battle of Provinces Winner hosting happening 04 August – 06 August 2023.
- 1.2 Prospective service providers are requested to submit quotations for the transporting of 4 guests and their luggage, the successful service provider will need to ensure the following:

- The vehicle used for the tour must be comfortable, air-conditioned, clean and roadworthy.
- The vehicle used for the tour must be a 7-seater.
- Arrive at pick up points on time.
- The driver must be experienced and have good knowledge of the routes in the 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.



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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 this hosting. As such, Tourism KZN seeks to appoint a suitable service provider on a non-exclusive basis to manage this tour.

2.2.1 The Battle of The Provinces Winner Itinerary:



TIME	ACTIVITY	NUMBER OF PAX	CONTACT/ RESPONSIBILITY
04 AUGUST 2023			
12h00	Depart for Drakensberg	4	TOUR OPERATOR
16h00 – 16h30	Check in at Drakensberg Sun Hotel	4	TKZN
16h30-18h00	Afternoon leisure	4	ALL
18h00	Dinner at Drakensburg Sun Hotel	4	TKZN
	Overnight at the hotel		
05 AUGUST 2023			
08h00 – 10h00	Breakfast at Drakensburg Sun Hotel	4	TKZN
10h00 – 11h00	Transfer to Cayley Mountain Lodge	4	TOUR OPERATOR
11h00 – 12h00	Quad biking at Cayley Mountain Lodge	4	TOUR OPERATOR
12h00 – 13h00	Lunch at Cayley Mountain Lodge	4	TOUR OPERATOR
13h00 – 14h00	Paintball at Cayley Mountain Lodge	4	TOUR OPERATOR

TOURISM KWAZULU-NATAL

14h00 – 15h00	Transfer to Drakensberg Sun Hotel	4	TOUR OPERATOR
15h00 – 19h00	Afternoon leisure	4	ALL
19h00	Dinner at Drakensburg Sun Hotel	4	TKZ
	Overnight at hotel		
06 AUGUST 2023			
07h30 – 09h30	Breakfast at Drakensburg Sun Hotel	4	TKZN
10h00	Check out and transfer to Durban	4	TKZN & TOUR OPERATOR
END OF TOUR			

3. QUOTATION SUBMISSION

Quotation must be emailed to quotes@zulu.org.za.

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 and all costs relating to disbursements and accommodation.

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

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
- (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.



5. PRICING AND SCORING

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- 5.1 The 80/20 principle will apply in terms of the Preferential procurement policy framework act, 2000: Preferential procurement regulations, 2022.
- 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	15 points
Location: Within eThekweni Metro	5 points
TOTAL	20 points

- 5.6 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.

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

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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Zulu Kingdom. **Exceptional****NOTE:** No proposals will be accepted after the closing time.**7. TKZN CONTACT**

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General Manager: Marketing