

Zulu Kingdom. *Exceptional***TENDER NUMBER: TKZN 07/2021**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDER FOR EVENT MANAGEMENT SERVICES FOR
36 MONTHS**

Name of Bidder: _____

Contact Person: _____

Address: _____

Telephone number: _____

Email address: _____

SARS Pin number: _____ Expiry Date: _____

CSD Registration number: _____

BBBEE Level: _____ Expiry Date: _____

Bid Price (15% VAT Incl.): _____

Bid Price in words: _____

TENDER NOTICE AND INVITATION TO TENDER

IMPORTANT NOTICE NB: NO TENDER DOCUMENTS TRANSMITTED PER FAX WILL BE ADMISSIBLE	
Closing of tenders	No tenders will be accepted after closing time of 12h00 on the closing date. Please ensure that tenders are submitted in sealed envelopes clearly marked with the reference number TKZN 07/2021 and addressed to the Supply Chain Management Unit (SCMU), Tourism KwaZulu-Natal (TKZN). Tenders are to be deposited in the Tender Box situated in the reception area, Tourism KwaZulu-Natal, Second Floor, Ithala Trade Centre, 29 Canal Quay Road, Durban, on or before the closing time and date, being 12h00 on 17 September 2021. Documents are available in English only. Under no circumstances must documents be handed to an employee of TKZN or handed in at the Supply Chain Management Unit. Tender documents via courier services must also be deposited in the Tender Box and not handed to an employee of TKZN. NB: Tourism KwaZulu-Natal (TKZN) will not accept responsibility for tender documents which are not deposited in the Tender Box.
Point scoring system	The 80/20-point scoring system will be applicable to this tender, i.e. 80 points for Price and 20 points for Preferential procurement (B-BBEE).
Tender Briefing	27 August 2021 at 12H00 The Session will be held via online meeting platform. Kindly email Thembekile@zulu.org.za to get invitation to access the meeting.
Late tenders	Tender documents received after the closing time and date will be late and will not be accepted under any circumstances.
Opening of Tenders	Tenders will not be opened in public.
Selection Process	The selection process will be subject to the Supply Chain Policy of Tourism KwaZulu-Natal (TKZN). Tourism KwaZulu-Natal (TKZN) will not necessarily accept the lowest proposal and reserves the right to withdraw a tender without furnishing reasons.

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted.
3. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
4. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
5. Bids submitted must be complete in all respects.
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
9. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other electronic means will be considered.
12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
13. Any alteration made by the bidder must be initialled.
14. Use of correcting fluid is prohibited.
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. The bidder must initial each and every page of the document.

TERMS OF REFERENCE (TORS) FOR THE APPOINTMENT OF SERVICE PROVIDERS TO FORM PART OF A PANEL TO PROVIDE EVENT MANAGEMENT SERVICES

1. PURPOSE

Tourism KwaZulu-Natal (TKZN) wishes to appoint suitable and experienced event management companies to form part of a panel of service providers to assist TKZN in the execution of events, in accordance with the requirements of the Public Finance Management Act, Preferential Procurement Policy Framework Act, and to ensure competitive and equitable procurement processes.

1.1 About Tourism KwaZulu-Natal

The KwaZulu-Natal Tourism Authority, 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.

1.2 Project Rationale

The project rationale for the establishment of a panel event management service providers is to improve efficiencies in the hosting of destination marketing events.

2. SCOPE OF WORK

2.1 TKZN wishes to establish a panel of suitably qualified and experienced service providers as events and activations management agencies to:

2.1.1 Coordinate and manage various events on behalf of Tourism KZN.

2.1.2 In coordinating and managing the various events, the successful bidder will:

2.1.2.1.1 Develop full themed event concepts with the total cost breakdown for each item as required by KZN Treasury for client sign off.

2.1.2.1.2 Identify appropriate venues to host specific events.

2.1.2.1.3 Identify entertainment for events from the database administered by Department of Arts and Culture database as required by KZN Treasury.

2.1.2.1.4 Management of all event logistics i.e. providing of infrastructure, decor, venue set up, catering, and manage the event.

2.1.2.1.5 Guest Management including registration

- 2.1.2.1.6 Managing of RSVP and sending out of communication to guests should you be required.
- 2.1.2.1.7 Sub-contract services for the execution of all related activities and manage sub-contractors.
- 2.1.2.1.8 Provide promoters should this be required
- 2.1.2.1.9 Form part of event planning meetings (taking into account COVID 19)

3. BIDDERS PROPOSALS

Bidder's proposals must be broken into the following:

3.1 Part A of bid proposal:

Provide practical examples of a minimum of five (5) events previously executed with a minimum of 250 pax, not older than three (3) years, outlining:

- 3.1.1 Event concept/theme;
- 3.1.2 Size and scope of the event;
- 3.1.3 Event timelines and how these were managed;
- 3.1.4 Breakdown of the project management team and rates used per team member;
- 3.1.5 Budget management process;
- 3.1.6 Supporting communications and marketing programme executed (where applicable);
- 3.1.7 Portfolio of evidence (POE) which must detail the following;
 - 3.7.1. A detailed description of each event and where it took place
 - 3.7.2 The number of pax per event
 - 3.7.3 Photographic evidence of the event, a minimum of 10 photographs per event
 - 3.7.4 The events are to include at least 1 x Gala Dinners, 1 x Awards, 1 x Breakfast and 1 x Cocktail Event x 1 Outdoor event
- 3.1.8 A reference per event from the event owner.

3.2 Part B of bid proposal:

- 3.2.1 Outline the methodology bidders intend adopting to execute event management for TKZN Mock Event as per the below;

Gala Dinner for 250 people (Tourism Awards)

VIP's will Include Minister of Tourism and MEC of EDTEA for KZN and Top Lady Entrepreneur in Tourism in South Africa.

Company will handle all aspect of the event from;

- **Issuing of Invitations**
- **RSVP**
- **Venue booking**
- **Event set up**
- **Menu selection**
- **Procuring of Awards Trophy**
- **Framing of Certificates**
- **Sourcing of Programme Director or Master of Ceremonies**
- **Sourcing Entertainment**

4. TERMS OF ENGAGEMENT OF SUCCESSFUL BIDDERS

- 4.1 All service providers within the appointed panel will be approached to submit quotations when services are required for events. All service providers within this database will be invited to quote according to a detailed specification provided by TKZN.
- 4.2 The appointed service provider will be invited to the TKZN Project Committee meetings to give status reports with regards to the coordination and management of specific events.
- 4.3 The quotations will be awarded through TKZN's procurement process.

5. DURATION AND REVIEW OF THE DATABASE

- 5.1 The timeframe for the database of service providers will be three (3) year and it will be reviewed after every twelve (12) months to ensure that the panel remains relevant and is still available to render required services.

6. COMPETENCIES AND CAPABILITIES

- 6.1 Proven expertise and experience in event management.

- 6.2 Event and project management experience and demonstrable capability to deliver on a project with tight timeframes.
- 6.3 Bidders must submit curriculum vitae of project personnel, outlining skills experience of the team. The project personnel must be: company owner/director, project coordinator and events planner.
- 6.4 A minimum of five years event management experience for the company is required.
- 6.5 Performance and excellence driven.
- 6.6 Monitoring and evaluation skills.

7. APPLICATION RULES

- 7.1. Expenses incurred:
Neither Tourism KwaZulu-Natal nor any organ of state will be held liable for any expense incurred by the applicants.
- 7.2. Confidentiality:
The contents of the applications will be kept strictly confidential by the Authority and its advisors.
- 7.3. Number of Copies:
An original bound document with three (3) paper copies of the application documents (**total of 4 bound documents**) shall be submitted. The contents of the original document shall prevail in the event of any discrepancy. **Companies that do not submit as per the requirement will be disqualified.**
- 7.4. Late and incomplete applications:

Any application reaching the KwaZulu-Natal Tourism Authority later than the date and time given in 7.5 below will not be considered.

Bidders must provide all the information requested in the terms of reference.
- 7.5. Closing of submissions:

Applications must be submitted in a sealed envelope on which, the tender number and the closing date are clearly indicated. The application must be placed in the tender box situated on the **2nd Floor** 29 Canal Quay Road, Point, Durban, by the ~~17 September 2021~~ **before 12h00.**

7.6. Project tender timeframes

Table 3

PHASE	ACTION	DATE
Phase 1	Tender notices	20 August 2021
Phase 3	Submission of proposals	17 September 2021
Phase 4	Evaluation of Proposals	TBA
Phase 5	Presentations	TBA
Phase 6	Adjudication of Proposals	TBA
Phase 7	Awarding of tender	TBA

Please note these dates are guidelines only and TKZN reserves the right to amend them.

7.7. 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.

7.8. Further information

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

8. EVALUATION CRITERIA

- 8.1 The service provider will be required to submit a detailed company profile clearly indicating the experience as per table below.
- 8.2 Tourism KwaZulu-Natal (TKZN) needs to be satisfied in all respects that an applicant has the necessary resources, competencies, and experiences for this bid.
- 8.3 Bidders must meet the technical information described above.
- 8.4 The evaluation criteria for functionality will be as follows:

<u>Slides to be submitted in hardcopy format</u> • 0 – 1 Account = 1 • > 1 – 2 Accounts = 2 • > 2 – 3 Accounts = 3 • > 3 – 4 Accounts = 4 • 5 Accounts = 5			
Methodology: Companies must outline the methodology they intend adopting to execute the mock event for TKZN as per Bid proposal (paragraph 3 B). Company will handle all aspect of the event and the methodology must also include; • • Project plan (20) • Emergency plan (5) • Health and Safely plan (5) • Security plan (10)	40		
CV of the Team Company must submit an organogram that identifies the Team that will be dedicated to this Tender for TKZN A detailed CV must be submitted for the below team that clearly indicated their work experience as well as the number of years' experience • Company Director • Project Coordinator • Events Coordinator ○ 1 – 3 Years = 1 ○ > 3 - 5 Years = 2 ○ > 5 - 7 Years = 3 ○ > 7 - 10 Years = 4 ○ > 10 Years = 5	(15)		
Total	100		

9. PRESENTATIONS

- 9.1. Companies scoring more than 70% for Evaluation Criteria will be required to make presentations to a panel from Tourism Kwazulu-Natal.
- 9.2. Companies must score a **minimum of 25 points** for the presentations to advance to the 80/20 preference points scoring.

Detailed Presentation		
	Total Score	Providers Score
Mock Event (slides that will detail mock Gala Dinner as per Methodology)	20	
Previous work done and examples thereof	10	
TOTAL	30	

10. PRICE SCORING

- 10.1 This process will only be relevant/applicable to agencies that have scored more than 70% for functionality for the tender evaluation process, meaning agencies who achieved >70% and higher, and who will be invited by TKZN to do a compulsory presentation which is aimed at demonstrating their capabilities as per CLAUSE 5 (Scope of Services – Functionality).
- 10.2 All qualifying proposals will thereafter be evaluated on the 80/20 preference point system where price will be (80) system for requirements with a Rand value equal to or above R 30, 000 and up to a Rand Value of R50 million inclusive of all applicable taxes.
- 10.3 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.

- 10.4 The following table must be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 10.5 An appointment will be made in terms of procurement policy of the KwaZulu-Natal Tourism Authority.
- 10.6 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 10.7 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 10.8 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 10.9 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 10.10 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 10.11 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 10.12 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

11. INTELLECTUAL PROPERTY RIGHTS

- 11.1 It must be noted that KwaZulu-Natal Tourism Authority will have unlimited access to all documents and processes applied by the successful Tenderer during and after the completion of the project at hand.
- 11.2 An appointment will be made in terms of the procurement policy of Tourism KwaZulu-Natal.

12. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 All original drawings and documents received from Tourism KwaZulu-Natal together with all other drawings, including photographic reductions and negatives thereof, computer programmes 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.
- 12.5 Copyright of all documents prepared by the Bidder in terms of this bid shall be owned by TOURISM KWAZULU-NATAL but Tourism KwaZulu-Natal shall have unlimited access and free use of the material as and when required.

13. INFORMATION TO BE SUBMITTED BY APPLICANTS

- 13.1 The submission shall be completed in English, typed and bound
- 13.2 The submission must include the follows:
 - 13.2.1 Completed SBD documents (SBD 1, 4, 6.1, 8 and 9)
 - 13.2.2 Bid Proposal
 - 13.2.3 Methodology
 - 13.2.4 Company Profile detailing previous experience
 - 13.2.5 Letters of reference minimum five (5) on a company letterhead, signed and dated
 - 13.2.6 CVs of Project Team
 - 13.2.7 Certified or Original BBEE Certificate or Affidavit
 - 13.2.8 CSD Report
 - 13.2.9 SARS Tax Pin on SARS Letterhead

14. 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: Siphokazi Canca
Email: Siphokazi@zulu.org.za

COMPILED BY: _____

Siphokazi Canca
Acting PR Coordinator

DATE: 26/07/21

RECOMMENDED BY: _____

Pinky Radebe
PR & Communications: Senior Manager

DATE: 26/07/21

APPROVED/ ~~NOT APPROVED~~ :

P. Makwakwa
Acting Chief Executive Officer

DATE: 26/07/21

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(NAME OF DEPARTMENT/ PUBLIC ENTITY)</i>					
BID NUMBER:	TKZN 07/2021	CLOSING DATE:	17 September 2021	CLOSING TIME:	12h00
DESCRIPTION	TKZN PANEL FOR EVENTS MANAGEMENT SERVICES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
AS DETAILED UNDER POINT 7.5 OF TOR					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thembekile Mdlaphane		CONTACT PERSON	Siphokazi Canca	
TELEPHONE NUMBER	031 366 7500		TELEPHONE NUMBER	031 366 7500	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Thembekile@zulu.org.za		E-MAIL ADDRESS	Siphokazi@zulu.org.za	
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ 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, 2017, 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:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

The requirements of this Tender is that Bidders **must** submit a SARS Pin on a SARS Letterhead

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001. "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
 2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
 3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
 4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
 5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
 6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za
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PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: ...**TKZN 07/2021**

CLOSING TIME 12:00

CLOSING DATE 17 SEPTEMBER 2021

OFFER TO BE VALID FOR ...**120**.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
			AMOUNT
			R.....
			R.....
			R.....
			TOTAL: R.....

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			
6. Period required for commencement with project after acceptance of bid			
7. Estimated man-days for completion of project			
8. Are the rates quoted firm for the full period of contract?			*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.			

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***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

Procurement Officer
Thembekile Mdlophane
Thembekile@zulu.org.za
031 366 7500

Or for technical information –

Acting PR Coordinator
Siphokazi Canca
Siphokazi@zulu.org.za
031 366 7500

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of directors / trustees / members / shareholders.

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20.. preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	✓	✓
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.6 Total number of years the company/firm has been in business:.....

8.7 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

- 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
 5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
-

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

TOURISM KZN PANEL FOR EVENTS MANAGEMENT SERVICES

10. 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.

.....

Signature

.....

Date

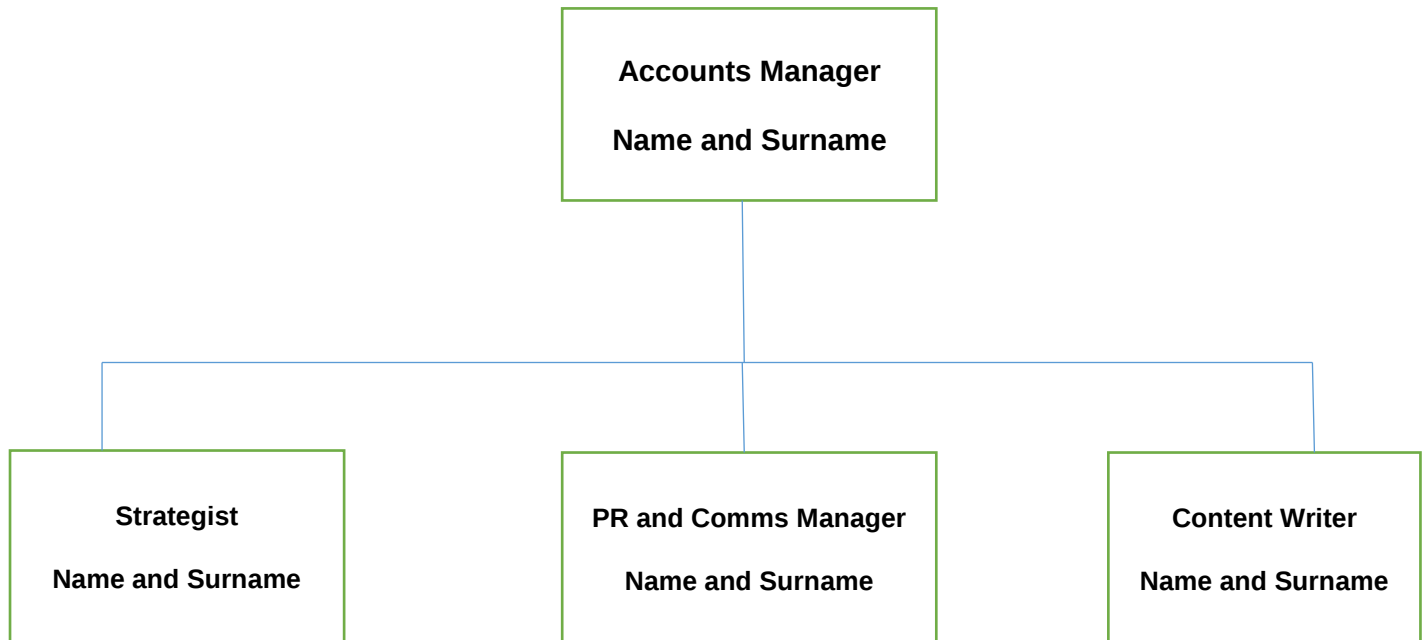
.....

Position

.....

Name of Bidder

EXAMPLE OF ORGANOGRAM OF THE TKZN TEAM



**DOCUMENT SUBMISSION CHECKLIST FOR TKZN 07/2021
PANEL FOR EVENTS MANAGEMENT SERVICES**

DETAILS	YES	NO
COMPANY PROFILE		
LETTERS OF REFERENCE (5 on company Letterhead)		
PORTFOLIO OF EVIDENCE (5 Accounts with 3 slides each)		
METHODOLOGY		
ORGANOGRAM (AS PER ANNEXURE A EXAMPLE)		
CV – ACCOUNTS MANAGER		
CV – STRATEGIST		
CV – PR AND COMMUNICATIONS MANAGER		
CV – CONTENT WRITER		
VALUE ADD		
SBD 1		
SBD 2 - SARS PIN ON SARS LETTERHEAD		
SBD 3.3 or PRICING SCHEDULE ON COMPANY LETTERHEAD		
SBD 4		
SBD 6.1		
ORIGINAL CERTIFIED BBBEE CERTIFICATE OR AFFIDAVIT		
SBD 8		
SBD 9		
CSD REPORT		
1 X BOUND ORIGINAL DOCUMENT		
3 X BOUND COPIES		