

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL PHOTOSHOOT FOR TRADE & INVESTMENT KWAZULU-NATAL BOARD MEMBERS.

RFQ No.	RFQ202425/29
RFQ ISSUE DATE	12 MARCH 2025
COMPULSORY BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL PHOTOSHOOT FOR TRADE & INVESTMENT KWAZULU-NATAL BOARD MEMBERS.
CLOSING DATE & TIME	17 MARCH 2025 @ 16h00 PM.
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use abovementioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

KwaZulu-Natal Office

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DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PROFESSIONAL PHOTOSHOOT FOR TRADE & INVESTMENT KWAZULU-NATAL BOARD MEMBERS.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

Procuring a board of directors' photoshoot for the organisation strengthens the professional image and promotes leadership visibility. It builds credibility with stakeholders and shows a unified, competent team. A well-curated photoshoot also fosters trust and strengthens relationships with investors and partners.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable qualified and reputable service providers to submit their proposals for the provision of professional photoshoot services for Trade & Investment KwaZulu-Natal board member.

4. SCOPE OF WORK

Description	Quantity
Individual Portrait Photos: - High-quality, professionally shot individual portrait images of each board member. - Each portrait will be taken with appropriate lighting, background, and framing to ensure uniformity. - The final images will be edited and delivered in colour.	10 people
Group Photo: - A high-quality, professionally captured group photo featuring all board members. - The group photo will emphasize professionalism and collaboration. - The members will be photographed together in a suitable setting or environment that aligns with the professional image of TIKZN. - The group photo will be edited and delivered in high resolution.	

Makeup Artist Services: • Makeup artist that will provide makeup tailored for everyone’s needs • The makeup service will be discreet and suitable for a professional environment.	
Equipment: • Professional camera and lenses. • Studio lighting setup (soft boxes, reflectors, etc.) for high-quality portraits. • Portable backdrop	
NB: Photoshoot Date: 25 March 2025	

5. EVALUATION PROCESS

5.1 Phase 1: SCM Administrative Requirements

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.1.2 The SBD 4 form must be completed, signed by the authorised company representative.
- 5.1.3 The SBD1 form must be completed, signed by the authorised company representative.
- 5.1.4 The POPIA consent form must be completed, signed by the authorised company representative.
- 5.1.5 The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to bidder's proposal not being considered further.

5.2 Phase 2: Compliance with RFQ specifications

- 5.2.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.2.2 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.3 Phase 3: Price and Specific Goals Scoring

5.3.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.

5.3.2 Specific Goals

- a) The bidder must submit SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	20
1. Female Owned Enterprises: 51% or more = 05 points Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	
NYDA Goals 2. Youth Owned Enterprises: 51% or more = 05 points Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	

RDP Goals: 3. Promotion of enterprises located in eThekweni Municipality for work to be done or services to be rendered. = 10 points Proof of claim: Certified copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.