

KWAZULU-NATAL TOURISM & FILM

KwaZulu-Natal Tourism and Film is the authority of Tourism and Film for the province of KwaZulu-Natal
Established by the Act No.02 of 2024

SPECIFICATION

To : Supply Chain Management
Date : 07 September 2026
Closing date and time : 10 September 2026 @11:00am
Services required : Review and grading of twenty (20) posts
When services required : Immediately on the issuing of the PO

Description:	Qty	Unit Price	Total Price (Per Unit)
Background and Description of Goods/Services Required:			
Background and Description of Good/Service Required: The KwaZulu-Natal Tourism and Film Authority (KZNTAFA), established under the KwaZulu-Natal Tourism and Film Authority Act No. 2 of 2024, is mandated to promote, develop, and coordinate the province's tourism and film sectors. 1. Specification Requirements The KwaZulu-Natal Tourism and Film Authority (KZNTAFA) invites a suitably qualified and experienced Service Provider to conduct a formal review and grading of twenty (20) identified positions using the Paterson Job Evaluation System. 2. Purpose of the Project The objective is to ensure that: • Roles are correctly structured and aligned to organisational requirements. • Grading is fair, equitable and internally consistent. • Decision-making levels are appropriately classified. • The organisation maintains compliance with principles of pay equity and sound job architecture. 3. Scope of Work • Analyse and grade existing 15 job descriptions for posts. • Analyse and develop five (5) new positions and grading thereof.			

- Engage with line managers, incumbents and the Job Evaluation and Grading Committee to clarify role content. These meetings and consultations will be physical, at the Head Office – Ithala Trade Centre, 29 Canal Quay, Point Waterfront, Durban.
- Provide a comprehensive report that includes explanation of the Paterson methodology applied.

Evaluation results per post - band and motivation.

- Comparison with current grading.
- Provision of a detailed outline of each grading outcome.
- Presentation of recommendations for implementation to the Human Resources department, Executive Committee, NEHAWU and Human Resources, Social and Ethics Committee (HRSEC) and the Board.
- The service provider must have capacity to finalize the report within 31 days from the date of the appointment.

Market Benchmarking

- Provide external comparison with public entities in related sectors.
- Job analysis process to be done physically with line, staff and Job Grading and Evaluation Committee as per the approved policy.

Information to Include in Quotations:

Bidders must ensure their bids include:

- Company profile demonstrating a minimum of ten (10) years' experience in job grading and evaluation projects using the Patterson grading system.
- References from a minimum of three (3) clients, signed and dated and not older than eight (8) years, affirming for same project done.
- Interactive sessions with the line management, departmental Executives, staff occupying positions being profiled, Job Evaluation and Grading Committee as per the approved policy, and presentation of the outcomes to the Job Evaluation and Grading Committee, Executives, NEHAWU, HRSEC and the Board.

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- The service provider must be available for physical sessions at Tourism and Film Authority offices, as and when required, for the duration of the project.
- The Authority expects the service provider to commence the project immediately at the issuing of the PO.

Total Price (Exclusive of VAT)	
VAT @ 15%	
Grand Total (VAT Incl.)	

Contact Mphiwa Xulu

Email: mphiwa@visitkznsa.com

1. EVALUATION CRITERIA

The bid for the appointment of each service provider will be evaluated on compliance, mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

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Phase 1: COMPLIANCE

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD). If not registered bidder must make means to register in order to bid for the process: Link below for registration on the database:

[Register user - Central Supplier Database Application \(csd.gov.za\)](https://csd.gov.za)

- The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.
- Completed Standard Bidding Documents (SBDs), Defaulters etc.

Phase 2: MANDATORY REQUIREMENTS (If Applicable) *(disqualifying requirement)*

N/A

Phase 3: EVALUATION ON SPECIFICATION

Phase 4: APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

Specific Goals will be applicable for this Quotation process.

	Specific Goals
Price	80
Ownership Goals	
At least 51% Black Africans, Indians and Coloreds Owned Companies	10
RDP Goals	
The promotion of enterprises located in KwaZulu Natal	10
Total	100

Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.

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Verification of Specific Goals:

- **Black Ownership verification:** will be verified through submission of the Sworn Affidavit or BBBEE Certificate with a summary report.
- **Locality Verification:** will be verified through submission of the Utility bill or a CSD Report.

Failure on the part of a tenderer to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state

All quotations with all the required documentation to be forwarded to quotes@visitkznsa.com

And failure to do so will result in your submission not being accepted.

For enquiries related to SCM, kindly forward to scm@visitkznsa.com