

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



To : **SUPPLY CHAIN MANAGEMENT**
Date : **13 October 2026**
Services required : **MIP Africa/ FAME Week**
When services required : **27th-31st November 2026**
REQ Number : **REQ00838**

Description	Qty	Unit Price	Total Price (Per Unit)
Request a service provider to provide the KwaZulu-Natal Tourism and Film Authority with: Exhibition Stand Build Floor Space 1x 9m x 6m (54sqm) • Raised white platform flooring • 1x Back wall structure fabric/graphic wall featuring high-impact KwaZulu-Natal destination imagery (artwork to be supplied) • 1 x Back wall structure fabric/graphic wall feature KZN's film, television, production • 1 x Back wall structure fabric/graphic showcasing funded projects • 1 x KwaZulu-Natal branded information/ reception (desk with covered storage space) with highchairs • 1x Boardroom/meeting pod with coffee table and 3 chairs • 3 x Flat-screen TV with HDMI input • 2 Sets of Contemporary upholstered lounges KZN Tourism and Film Logo colours • 4 x Coffee Tables with 3 chairs • 4 x Plug points at every coffee table • 2 x Brochure Display stand • 1 x Central storage area including shelving and water cooler. • 1 x refreshment station with table, bar fridge, and power outlet • Lighting setup to enhance visual appeal • Plants/greenery	X1 X1 X1 X1 X1 X1 X3 X2 X4 X4 X2 X1 X1		

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Branding • Highly visible KZN Tourism and Film branding and signage • Co-branded signage of the 4 exhibiting entities • Lightweight branded overheads feature carrying KwaZulu-Natal – Where Stories Come to Life Services • On-site management and technical support during build-up, event days, and breakdown • Compliance with event organiser’s health & safety and design guidelines • All transportation, delivery and installation, electrical connections, and dismantling • 40 pax bottled water (still & sparkling 500ml) • 20 pax mints/snacks (50g) • 20 pax soft drinks (330ml) • 1x coffee machine station setup (with (tea, coffee, milk and sugar sachets) for the client meetings) • Service provider to ensure all material and items used are environmentally friendly. NOTE: Service Provider to liaise with Event Organizers: Reed Exhibitions to ensure engineering and design compliance	X40		
	X20		
	X20		
	X1		

End User Contact Details:

Contact Person: amandam@visitkznsa.com

Contact Number: 031 366 7649

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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.

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 OF THE 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

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	Specific Goals
Price	80
Ownership Goals -	
At least 51% Black Africans, Indians, or Coloreds owned companies	10
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.

Verification of Specific Goals:

- Black Africans, Indians, or Coloreds ownership verification will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report
- Enterprises located in KwaZulu-Natal verification will be conducted through submission of a Utility Bill or 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 regarding preferences, in any manner required by the organ of state.

All quotations with all the required documentation to be forwarded to scmquotes@visitkznsa.com and failure to do so will result in your submission not being considered.

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