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**
Requisition : **REQ00621**
Closing Date : **30/04/2026 at 11h00**
When services required : **May- 2026**

Description:	Qty	Unit Price	Total Price (Per Unit)

Background and Description of Goods/Services Required:

Request a service provider to provide the KwaZulu-Natal Tourism and Film Authority with:

1. **Location Scout that will look for various TV Commercial – friendly locations for the upcoming Familiarisation Tour, which will take place in May 2026.**
2. **Location scout is to scout for 4 - Days for key TV Commercial - friendly locations in the North Coast of KwaZulu-Natal, King Cetshwayo District and the areas around Mkhuze leading to Sodwana Bay, uMkhanyakude District.**
3. **Quote for all requirements for the 4-Days location scouting service.**
4. **Quote all requirements for the 3-Days Recce.**
5. **KZN Tourism and Film Authority will provide transportation and accommodation for the recce, DO NOT quote for this.**

NOTE:

- **The proximity of locations is a big consideration to limit travel time. All locations should be film friendly and accessible.**
- **THE INTENDED LOCATION/ AREA TO BE SEEN – The areas that fit deep within the North Coast (Mkhuze and Sodwana Bay).**
- **At times, some clients need to film commercials which are referred to as 'FILMING GAUTENG FOR KENYA OR FILMING KZN FOR KENYA' meaning the area needs to resemble East or West Africa.**
- **Areas within the North Coast easily represent different areas from East to West to North Africa. Likewise, with the intended list of guests, they will have an appreciation of the beautiful and amazing landscapes which only exist in KZN, even for their local television commercials work.**

****Please get as many options as possible for each location. Once the PO is issued, a meeting will be arranged to get a full understanding of what's required.**			
Specification Requirements: • **Location scout is to scout for 4 days.** • **Recce is 3 days** • **7 Days in total**			
Total Price (Exclusive of VAT)			
VAT @ 15%			
Grand Total (VAT Incl)			

End User Contact Details:
Contact Person: Sindisiwe Ngcobo
Email Address: Sindisiwe@visitkznsa.com

1. EVALUATION CRITERIA: SPECIFICATION

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)

- **The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS efiling 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.

Specific Goals will be applicable for this Quotation process.

	Specific Goals
Price	80
Ownership Goals	
• At least 51% Women Owned Companies • At least 51% Youth Owned Companies	05 05
RDP Goals	
• Enterprises located in a specific Region (KZN)	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:

- **Women Verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD Report.

- **Youth verification**: will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD report.

- **Locality 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 quotes@visitkznsa.com and for enquiries related to SCM to be forwarded to scm@visitkznsa.com