

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 No. : REQ00803
Date : 26 October 2026
Services required : 23 - 27 November 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: - A Location Scout that will look for various film friendly locations and make appointments for the upcoming Familiarisation Tour. - Location scout is to scout for 5 days for key film-friendly locations and activities. LOCATIONS GUIDE: - UGU District: Film friendly locations & Activities - UMGUNGUNDLOVU District: Film friendly locations & Activities - UTHUKELA District: Film Friendly Locations & Activities - UMKHANYAKUDE District: Film Friendly locations & Activities			
Specification Requirements: - Location scout is to scout for 5-day. - Fam Tour/Recce is 5-days - Quote for all requirements for the 5-day location scouting service. - Quote for all requirements for the 5-days recce. - Full itinerary submission is expected on the 10th of November 2026. KZN Tourism and Film Authority will provide transportation, meals, and accommodation for the 5-day tour, DO NOT quote for this.			

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NB//: The Service Provider will be required to submit a comprehensive report upon completion of the services, prior to the submission of the corresponding invoice for payment.

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 efilling pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.

Board Members: Dr. J.S. Ndebele (Chairperson), Ms. R. Button (Deputy Chairperson), Dr. N. Qunta, Ms. G. Bhoola, Dr. I. Mkhize, Mr. S. Magoso, Ms. D. Hoorzuk, Ms. S. Croft, Ms. D. Sokhela, Ms. S. Dlungwane, Mr. L. Sidaki

Head Office: Ithala Trade Centre, 2nd, 3rd and 4th Floors, 29 Canal Quay, Durban 4001. Coordinates: -29.870129, 31.050016 | **Durban:** Shop 1A, uShaka Marine World 1 Bell Street, Durban 4001 | **Cape Town:** 81 Long Street, City Sightseeing Travel Depot, Cape Town | **Postal Address:** PO Box 2516, Durban 4000, South Africa

Head Office: +27 (0) 31 366 7500 | **King Shaka Airport Office:** +27 (0) 32 436 0013 | **uShaka Marine World:** +27 (0) 31 816 6600 | **V&A Cape Town Office:** +27 (0) 21 418 1684

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- 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	5
• At least 51% Youth Owned Companies	5
RDP Goals	
• Enterprises located in the province of 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:

- Women ownership verification will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD report.
- Youth ownership verification will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD report.
- Enterprises located in the province of KwaZulu -Natal verification will be conducted through submission of a Utility Bill or CSD Report .

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

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