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

TOURISM & FILM KWAZULU-NATAL
Magical. Zulu Kingdom.

SPECIFICATION

To : **SUPPLY CHAIN MANAGEMENT**

Closing Date : **24 April 2026 at 11h00**

Service : **Records Management Storage for a period of three years**

When service required: 01 December 2026

Description	Qty	Unit Price	Monthly cost	Total Price (Per Unit for 3 years)
Specification Requirements: The KwaZulu-Natal Tourism and Film Authority, 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**.** The KwaZulu-Natal Tourism and Film is looking for a records storage facility located in Durban to store its records for a period of three years.				
1. Storage of standard archived boxes – M2	2000			
2. Storage of standard archived boxes – M3	300			
3. Boxes and lids	500			
4. Datastore license per user	18			
5. Initial take on cost and moving of boxes to the new facility.	1800			
6. Scanning cost per record				
7. Image processing cost				
8. Import of images into the new system				
9. Electronic document management system				

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 | **Cape Town Office:** +27 (0) 21 418 1684

Website: www.visitkznsa.com | **Email:** info@visitkznsa.com

10. User license fee for electronic records system annual maintenance plan	18			
11. Electronic document management software				

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

Costs should include
End User Contact Details:
Contact Person: Sithembiso Gigaba
Email: SithembisoG@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% Black Africans, Indians or Coloureds	10
RDP Goals	
• 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 Ownership 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 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 for enquiries related to SCM to be forwarded to scm@visitkznsa.com

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