# TERMS OF REFERENCE FOR THE DESIGN AND LAYOUT OF THE 2026/27 ANNUAL PERFROMANCE PLAN FOR TOURISM AND FILM AUTHORITY KZN

## 1. BACKGROUND

1.1 In May 2024, the KwaZulu-Natal Provincial Executive Council, approved the establishment of the KwaZulu-Natal Tourism and Film Authority (KZNTAFA), as a result of a merger between the former KwaZulu-Natal Film Commission and KZN Tourism Authority.

1.2 In terms of section 32 (3) (b) (ii) of the KwaZulu-Natal Tourism and Film Act, of 2024, the Authority is required to submit an Annual Performance Report (APR) on the activities of the Agency to report on the financial statements as defined in the section 1 of the PFMA and to report to the planned indicators and actual performance indicators as set out in its Annual Performance plan.

1.3 KZNTAFA requires the services of the service provider to proof read, edit , design and layout the organisational 2026/27 Annual Performance Plan (APP)

1.4 The service provider will be required to provide the entity with a high resolution electronic document as well as the printing of the 25 copies of the APP.

## 2. PURPOSE

2.1 The cost cutting measure circular number PT (6) of 2019/20, received from the Provincial Treasury indicates that when sprinting APPs and SPs, Annual Reports etc., the use of colour pages to be minimised and light weight of pages and covers to be used.

2.2 The Provincial Treasury instruction note number 9 of 2024/25 to reduce the expenditure on the nice-to-have activities for the government. The instruction note clearly indicates that, when tabling Annual Performance ns, Strategic Plans, Annual Reports, speeches etc., these should be submitted electronically only to the Legislature with no printed documents being required to be submitted. Gold and silver embossed letterheads/covers may not be used.

## 3. SCOPE OF WORK

3.1 The critical success factors of this exercise are, but not limited to, the following competencies and capabilities required:

3.2 Showcase the various KZNTAFA brand evolution through selected visuals depicting the early days of inception, development, and growth through the years to present day KwaZulu-Natal.

3.3 Celebrate the evolution of KZNTAFA as a preferred destination through a depiction of the changes in the skylines and various new tourism and Film products that have come to the market.

3.4 Editing and proof reading of the APP copy and ensure that the document narrative has a strategic and a cohesive flow.
3.5 Source any additional destination images required to carry through the theme of the organisation
3.6 Layout both APP is in line with the creative concept and corporate colours.
3.7 Printing twenty-five copies of the final APP
3.8 Loading the final annual performance plan into the memory sticks.
3.9 Ensure that the final APP is comparable to the KZN TAFA Website.
3.10 Ensure that the APP is delivered 5 working days before the final submission date to allow submission to the relevent government structures.

## 4. COMPETENCIES AND CAPABILITIES

4.1 The service provider must demonstrate that it has the following skills:
a) concept development design, and layout;
b) understands layout formats of the Annual Performance Plan
4.2 The service provider must design the APP with a focus on high-quality visuals and engaging content presentation. Ensure the layout is visually appealing, reader-friendly, and consistent with the celebration themes.
4.3 Use imagery that reflects the journey and evolution of KZN and the destination.

## 5. DOCUMENTATION

5.1 The bidder's company profile must be submitted to demonstrate the number of years that the business has been in the industry. (5 years of experience)
5.2 The service providers shall submit curriculum vitae of the members who will be available for the duration of assignment. The members must have an experience with a minimum of three years in print design and layout.
5.3 The team leader/ facilitator must have an NQF level 6,7 or 8 or higher qualification in business/ public management/ administration/graphic design.
5.4 The team leader/ facilitator must have a minimum 04 years' experience in print design and layout.
5.5 Five customer references letters for the writing, design and production of annual performance plans and the annual performance reports, these should be signed and in the company letter head.
5.6 Provide three (3) examples of the annual reports developed/worked on in the past 3years.
5.7 Further, the company must have a fully functional office within the province of KwaZulu- Natal

## 6. CONFIDENTIALITY OF INFORMATION

6.1 The names of the service providers team must be disclosed prior to the approval by KZNTAFA. Any changes, replacements and or additions should be submitted for prior approval of KZNTAFA.
6.2 All members will have to sign a non-disclosure agreement before the commencement of the assignment

## COSTING AND PROPOSAL

7.1 The service provider will be requested to provide a detailed quotation regarding the work to be undertaken for this assignment.
7.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e rands)
7.3 The service provider must be prepared to work at rates not exceeding those prescribed by National Treasury, and/or body regulating of the consultants.
7.4 Costing should be aligned with the assignment activities.

## 8. QUOTATION SUBMISSION

8.1 Quotations must be submitted to SCM via email to quotes@visitkznsa.com by no later than the date to be provided by SCM.

## 9. EVALUATION PROCESS AND CRITERIA

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

### 9.2 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 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.

### 9.3 Phase 2: MANDATORY REQUIREMENTS (If Applicable) (disqualifying requirement)

**N/A**

### 9.4 Phase 3: EVALUATION OF THE SPECIFICATION

### 9.4 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 will be applicable for this Quotation process**

| | **Specific Goals** |
|---|---|
| Price | 80 |
| Ownership Goals - | |
| • At least 51% of Black Africans, Indians and Coloureds Owned Companies | 10 |
| • At least 51% of Youth Owned Companies | 10 |
| **Total** | **100** |

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

9.5 Verification of Specific Goals:

- **Black Ownership verification:** will be verified through submission of the Sworn Affidavit or BBBEE Certificate with a summary report.
- **Youth verification**: will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report 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 failure to do so will result in your submission not being accepted.*

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

**RECOMMENDED:_____ Date:_____**
**Performance Monitoring Officer**

**SUPPORTED:_____ Date:_____**
**Acting: Manager Strategic Planning**

**APPROVED:_____ Date:_____**
**Chief Executive Officer**

**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

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