

SPECIFICATION

To : SUPPLY CHAIN MANAGEMENT
Date : 18 Sep. 2024
Services required : REQUEST FOR QUOTATION FOR CHARTERED INSTITUTE OF GOVERNMENT FINANCE AUDIT AND RISK OFFICERS CONFERENCE – (CIGFARO) 2024 AIRPORT ACTIVATION AND OPENING CEREMONY
When services required : 07 & 08 October 2024

Description:	Qty	Unit Price	Total Price (Per Unit)
<p>Background and Description of Goods/Services Required:</p> <p>KZN Convention Bureau in partnership with Chartered Institute of Government Finance Audit and Risk Officers and other provincial and National Government departments will be hosting the 95th Chartered Institute of Government Finance Audit and Risk Officers Conference – CIGFARO 2024 from 08th to 10th October 2024. The event is expected to attract delegates from National and International locations with the majority of delegates arriving on the 07th October 2024.</p> <p>1.1 In coordinating and managing the Tourism Community Engagement event, the successful service provider will:</p> <ul style="list-style-type: none"> • Provide all event infrastructure and logistics. • Identify and provide suitable sound and entertainment for the event. • Coordinate and manage the event. 			

<p>Specification Requirements:</p> <p>2.2 Event logistics</p> <ul style="list-style-type: none"> Monday, 07 October 2024 Activation Time: 9am - 6pm. Set up at 7.00am on Monday, 07 October 2024 Strike down 6pm on Monday, 07 October 2024 Entertainment (Zulu Dancers & Marimba) 1x Day at KSIA (Venue has been confirmed by entity) Activation Set-up and Furniture: 1 table with table cloth and 4 chairs for 2 hostesses and CB team 1 Day Cold bottled water (330ml)for delegates 80pax: 1x Day (for full duration of the activation) Hostesses: x2 for 1 Day Tuesday, 08 October 2024 at Durban ICC (Venue has been confirmed by entity)– Zulu dancers for opening ceremony starting at 7:30am – 8:30am <p>NOTE: Service providers are encouraged to adhere to the KZN Treasury Circular No PT(2) of 2021/22 on cost cutting measures provided when quoting.</p>	<p>x1</p> <p>1 Table</p> <p>4 Chairs</p> <p>x80</p>		
<p>Total Price (Exclusive of VAT)</p>			
<p>VAT @ 15%</p>			

Grand Total (VAT Incl)	

End User Contact Details:

Contact Person: Mdu Biyela

Email : Mdu@zulu.org.za

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 \(csd.gov.za\)](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.

Specific Goals will be applicable for this Quotation process.

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> At least 51% Women owned companies 	10
<ul style="list-style-type: none"> At least 51% Youth owned companies 	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** may be conducted through submission of the Sworn Affidavit or BBEE Certificate with a summary report and CSD Report.
- **Youth verification** may be conducted through submission of the Sworn Affidavit or BBEE Certificate with a summary report and 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 scmquotes@kznfilm.co.za / quotes@Zulu.org.za and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za



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