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## REQUEST FOR QUOTATION FOR NELSON MANDELA LECTURE 2022 AIRPORT ACTIVATION

### TERMS OF REFERENCE

#### 1. PURPOSE OF THE TERMS OF REFERENCE

KZN Tourism in partnership with the Nelson Mandela Foundation and other provincial and National Government departments will be hosting the 20<sup>th</sup> Nelson Mandela Annual Lecture 2022 on the 12<sup>th</sup> November 2022. The event is expected to attract high level delegates from National and International locations with the majority of delegates arriving on the 11<sup>th</sup> November 2022. Honourable Mia Mottley, Prime Minister of Barbados, will be the main speaker for the 20th Nelson Mandela Annual Lecture.

1.1 In coordinating and managing the airport welcome activation, the successful service provider will:

- Provide all event infrastructure and logistics, 10 pax couch setting seating arrangement including water and coffee station.
- Identify and provide suitable traditional zulu dancers and marimba band entertainment for the activation.
- Coordinate and manage the activation from 10h00 to 12h00.

#### 2. ABOUT TOURISM KWAZULU-NATAL

The KwaZulu-Natal Tourism Authority, trading as Tourism KZN (TKZN), which operates under the name Tourism KwaZulu-Natal, is responsible for the development, promotion, and marketing of tourism into and within the province. The Authority's statement of intent and direction is drawn from the mandate vested in the organization by the KwaZulu-Natal Tourism Act, 1996 (as amended, including No. 2 of 2002).

The vision of Tourism KwaZulu-Natal is to position the province of KwaZulu-Natal as Africa's leading tourism destination, nationally and internationally. To achieve this mandate, TKZN needs to continuously increase destination's profile and ensure brand awareness in all the province's key source markets, through stakeholder relations.

2.1. The Authority's primary objectives are to develop marketing programs/tools to accomplish the following:

- Increase arrivals into the province
- Increase tourist spend
- Increase length of stay of visitors
- Increase geographic spread of visitors
- Improving seasonality patterns
- Contribute towards transformation of the KZN Tourism industry



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## 2.2 Event logistics

- **Date: Friday, 11 November 2022**
- **Activation Time: 10:00am – 12:00am.**
- **Strike down 12:00am on Friday, 11 November 2022**
- **Entertainment (Zulu Dancers & Marimba) 1x Day- performance to be limited to 20mins max per hour**
- **Activation Set-up and Furniture: 1 x Day (10 pax)**
- **Coffee Station & Water Activation: 1x Day (from 10:00 – 12h00)**
- **Hostesses: 1x Day, 1 hostess**

**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.**

## 4. INFORMATION TO BE SUBMITTED BY APPLICANTS

- ✓ **Price**
- ✓ **CSD Compliance Certificate**
- ✓ **BEE Certificate - 51% -100% Status Compliance (please indicate if you are BEE compliant or not)**
- ✓ **Tax clearance**
- ✓ **The supplier has filled in all SBD documents x4 - please refer to the attachment.**

**NOTE: No proposals will be accepted after the closing time.**

## 5. NON-APPOINTMENT

TKZN reserves its rights either NOT to make an appointment and/or appoint the bidder with the lowest price. TKZN also reserves its right to negotiate the final price of those bids deemed technical compliant.

For Technical Enquiries Contact: Ms Mabongi Khuzwayo and Mr Khayelihle Zuma  
Email: [Mabongi@zulu.org.za](mailto:Mabongi@zulu.org.za) and [Khayelihle@zulu.org.za](mailto:Khayelihle@zulu.org.za)



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**6. INTELLECTUAL PROPERTY RIGHTS**

**6.1** It must be noted that TKZN will have unlimited access to all documents and processes applied by the successful Tenderer during and after the completion of the project at hand.

**6.2** An appointment will be made in terms of the procurement policy of TKZN.

Please note: No proposals will be accepted after the closing time.

**PREPARED BY:**

**Ms. Sonto Mayiso  
GM: Convention Bureau**

**DATE:** 03/11/2022

