

REQUEST FOR PROPOSALS



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ADMINISTRATION STAFF UNIFORMS

TERMS OF REFERENCE

1 BACKGROUND

1.1 The Administration employees are primarily the organization's frontline staff as they are the first point-of-contact for all stakeholders.

1.2 It is important that their presentation creates a professional image, that aligns with Tourism KZN's 'Exceptional' style and brand.

1.3 There are 4 employees that form part of Tourism KZN's Administration team which are the Distribution Clerk, the Receptionist and two General Assistants.

1.4 The service provider can have fabric swatches or samples of requested items before finalising the process. Measurements and sizing can also be verified prior.

2 SPECIFICATIONS

2.1 SPECIFICATIONS FOR THE UNIFORMS: TYPES, COLORS, QUANTITIES, AND SIZES

No.	Receptionist & Distribution Clerk: 2 Males	Colour	Quantity	Size (s)
1.	Formal Pant	Navy & Black	4 (2p.p)	✓ 36 x2 items ✓ 38 x2 items
2.	Formal Shirt	Light Blue & White	4 (2p.p)	✓ Large
3.	Golf T-Shirt	White	4 (2p.p)	✓ Large

4.	Jersey	Navy	2 (1p.p)	✓ Large
5.	Jacket	Navy	2 (1p.p)	✓ Large
6.	Coat	Navy	2 (1p.p)	✓ Large
7.	Tie	Navy	2 (1p.p)	✓ Length- 144 cm. Wedth-8 cm
8.	Name Tag (colour)	Silver (Metallic) with TKZN Logo	4 (2p.p)	✓ 60 mmx 20mm



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No.	General Assistants: 2 Females	Colour	Quantity	Size
1.	Formal Shirt	White & Light Blue	4 (2p.p)	✓ Large
2.	Formal Skirt	Navy & Black	3	✓ 38 x2 items ✓ 36
3.	Female formal pant	Navy	1	✓ 36
4.	Coat	Navy	2 (1p.p)	✓ Large
5.	Jersey	Navy	2 (1p.p)	✓ Large
6.	Golf T-Shirt	Navy	4 (2p.p)	✓ Large
7.	Jacket	Navy	2 (1p.p)	✓ Large
8.	scarf	Navy	2 (1p.p)	✓ Length: 70 cm, Width: 11 cm

Corporate Office: Ithala Trade Centre, 2nd and 3rd Floors, 29 Canal Quay (Signal) Road, Durban, 4001, GPS coordinates: -29.870129, 31.050016, Information Office: Shop 1A, uShaka Marine World 1 Bell Street, Durban, 4001, PO Box 2516, Durban, 4000, South Africa, Switchboard: +27 (0) 31 366 7500, Fax: +27 (0) 31 305 6693, King Shaka Airport Office: +27 (0) 32 436 0013 V&A Cape Town Office: +27 (0) 21 418 1684, Customer Care: 0860 101 099, uShaka Marine World: +27 (0) 31 337 8099, Email: info@zulu.org.za.



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9.	Name Tag (colour)	Silver (Metallic) with TKZN Logo	4 (2p.p)	✓ 70mm x 30mm
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2.2 SPECIFICATIONS FOR THE PURCHASE OF NAME TAGS FOR ADMINISTRATION STAFF

Name Tag:

Shape:	Rectangle with rounded edges.
Size/Dimensions:	60mm x 20mm
Background:	Silver (Metallic)
Back:	Magnetic Clip / Backing
Finish:	Epoxy Resin Finish

Number of name tags required: **8** (2 per employee)

2.3 INFORMATION TO BE INCLUDED ON THE NAME TAG:

	<u>Placement:</u>
1.) TKZN Logo:	Right
2.) Employee Name:	Left
3.) Employee Designation:	Left. Below name.
4.) Font	TKZN Corporate Font-Brandon Grotesque

NAME TAG EXAMPLE:



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2.4 EMPLOYEE DETAILS

NO.	NAME & SURNAME	DESIGNATION
1	Ntokozo Cele	Receptionist
2	Fidelis Mhlongo	Distribution Clerk
3	Virginia Mvubu	General Assistant
4	Ncamisile Ndlovu	General Assistant

Digitally Signed by:
Thandazile Mkhohlouane
 Interim Senior Manager: Human Resources
 & Administration
 bc978e92-fe5c-48c5-bfb6-eab6caa2e01f
 IP Address: 105.244.109.90
 Date: 12/7/2022 12:16:42 PM
 Powered By RealSign

Approved by: Date: 07/12/2022 12:16:42 PM

Interim Senior Manager: Human Resources & Administration