

Request for Quotation (RFQ) – Travel Agency for DFM 2024

1. Purpose of this document

The Gauteng Film Commission (GFC) is seeking a travel agent for Gauteng Film Commission traveling arrangements to Durban Film Mart 2024.

The GFC is an NPC entity within the Gauteng Provincial Government under the leadership of the Department of Sport, Arts, Culture and Recreation mandated with the development, promotion and coordination of the film and television production industry in Gauteng. In addition, the GFC is responsible for positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

2. Scope of Service

Please provide us with a detailed quotation estimation in consideration of following information:

2.1 Number of travelers:

- 5

2.2 Trip details:

Date	Preferred departure time	Departure from	Arrival at	Business class (flexible)	Economy class (flexible)	Shuttle (x2)	Hotel
19 July	12:00 or earlier	OR Tambo	King Shaka International Airport (Durban)	2	3	From King Shaka airport to the hotel	Southern Sun Hotel (for 1 person)
23 July	12:00	King Shaka International Airport	OR Tambo	2	3	From the hotel to King Shaka	Maharani Hotel (for

		(Durban)				airport	4 people)
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Additional notes:

- Accommodation: A single room for per person for the five (5) attendees. One (1) of the attendees will be booked for at Southern Sun Elangeni Hotel and the other four (4) at Maharani Hotel.
- Flights: SAA is preferred but if it is not available, the service provider may recommend another airline and quote accordingly.

2.3 Terms and Conditions:

- Cancellation policy
- Payment terms
- Any other relevant terms and conditions

3 Submission Requirements:

- A detailed and consolidated quotation outlining the cost of the trip and management fees.
- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate.
- CSD Registration number.
- Completed SBD 4,8,9 and 6.1 forms.

Quotation and all relevant documents are to be submitted no later than **(27 JUNE 2024, 23:59)** via email to: quotes@gautengfilm.org.za; cc ibanathim@gautengfilm.org.za

4 Selection Criteria:

The selection of the service provider will be based on the scoring criteria below:

Only written inquiries will be attended to

			BBBEE Contributor Level of Contractor	
	Percentage	Comments	BBBEE Contributor Level	Points
BBBEE	10	Maximum	1	10
Specific Groups	10		2	9
Woman	2		3	8
Youth	2		4	7
Township Economy	1		5	6
People With Disability	1		6	5
Ownership	4	51% and above PDI full 4 points, share certificate	7	4
Tota	20	One scoring less than 50% either 1 or 2 points	8	3
			Non-compliant contributor (9)	0

We look forward to receiving your comprehensive quotation and further discussing this opportunity with you. If you have any questions or require additional information, please do not hesitate to contact us at 011 833 0409 or ibanathim@gautengfilm.org.za