

**TERMS OF REFERENCE TO SOURCE A
SUITABLE CONFERENCE VENUE TO HOST
THE MINING QUALIFICATIONS AUTHORITY'S
INAUGURAL MINING SKILLS LEKGOTLA
EVENT FROM 23 TO 24 NOVEMBER 2023 IN
THE GAUTENG PROVINCE**

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act, Act No. 29 of 1996 (MHSA) and is regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act No. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act No. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA, and its constitution.

2. BACKGROUND

- 2.1 The Mining Qualifications Authority will be hosting its inaugural Mining Skills Lekgotla event on 23 and 24 November 2023 for the mining and minerals sector. The event will encompass the MQA's annual general meeting hosted annually, which is one of the MQA's key strategic events that is widely well received by the sector stakeholders as demonstrated by the high number of delegates who respond positively each year by attending the event.
- 2.2 The magnitude and significance of the Lekgotla event requires thorough, professionally coordinated events management planning to ensure that the event fulfils its objective of promoting face-to-face communication between the MQA and its stakeholders.
- 2.3 The event is aimed at creating a suitable platform that will allow the MQA and its stakeholders to rigorously discuss current changes affecting the sector in order to gain effective, efficient, and improved methods of conducting business that will benefit all stakeholders that participate in the sector.
- 2.4 The event will also serve as an occasion where the MQA will engage with its stakeholders in discussing concerning the manner in which the MQA is addressing the skills development and training needs of the mining and minerals sector. Furthermore, it will provide an opportunity to position the MQA as a strategic partner in ensuring transformation and sustainable development in the mining and minerals sector.
- 2.5 The event will be hosted in a hybrid format, aimed at catering for stakeholders that wish to attend in-person as well as stakeholders that will be attending virtually.
- 2.6 The event will proceed in the following order:
 - a) A presentation of the 2022-2023 annual report that will outline the performance of the organisation during the 2022-2023 financial year.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- b) A discussion forum that will comprise various industry speakers who will be presenting on topics that focus on contemporary issues.
- c) A gala dinner event to officially recognise sector employers who demonstrate a high intake of learners in the various MQA learning programmes and initiatives.
- d) A feedback session to provide inputs from the discussions that will emanate from the different commissions.

3. OBJECTIVE

3.1 The objective of these terms of reference of the Mining Qualifications Authority is to source a suitable venue for a two-day event, namely the Inaugural Mining Skills Lekgotla event, on 23 and 24 November 2023 in the Gauteng province.

4. SCOPE OF WORK

4.1 Securing, booking, and managing venue for the conference

Provide the Mining Qualifications Authority with a detailed proposal, to source a suitable venue to host the Mining Skills Lekgotla event within the Gauteng province with capacity to accommodate 650 delegates for the main event, additional breakaway rooms, and a venue to accommodate 100 delegates for a gala dinner event as follows (a detailed breakdown is also provided below, under 4.3), listing all the items listed under the Scope of Work:

- 23 and 24 November: One (1) large conference venue for full-day use, to accommodate 650 delegates.
 - 23 November: Six (6) breakaway rooms for full-day use, to accommodate 100 delegates each.
 - 23 November: One (1) conference venue for an evening event, to accommodate 100 delegates.
 - 23 and 24 November: One (1) room for full-day storage.
 - 23 and 24 November: One (1) side venue/breakaway venue to use as a holding room.
 - 23 and 24 November: One (1) exhibition hall that can accommodate ten (10) trestle / rectangular tables, and 20 chairs.
- Facility use plan must align with conference plan and floor map provided.
 - Ensure that all required audio-visual equipment is available in all the rooms as required and that sessions run smoothly.
 - Put in place an IT support team (x6) to assist presenters in the breakaway rooms.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- Set up a place where presenters can upload and amend their presentations.
- Ensure all presentations are uploaded in advance of each session and notify the MQA staff if presentations are missing.
- Ensure that service maintenance/technicians are promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
- Ensure catering (i.e., coffee breaks and lunches each day) is available for all delegates.
- Ensure all the venues have available high-speed internet access for conference delegates, and adequate plug points.
- Ensure on-site emergency services are available to mitigate any health and safety related issues.
- Ensure there are contingency measures in place to ensure an uninterrupted power supply.
- The successful service provider must also have skilled human resources to undertake the requirements to host an event of this magnitude.

4.2 General logistical arrangements and management

- Set up a secretariat room on site.
- Prepare the space, furniture and equipment required for presentations and exhibition area.
- Plan and organise all meals and coffee breaks during the conference and gala dinner.
- Print / provide signage with MQA logo / writing for the main venue and breakaway venues.
- Arrange pens and writing pads for delegates.

4.3 Detailed Breakdown of the Requirements

The following is a detailed breakdown of the conferencing requirements:

A. DISASTER MANAGEMENT

Due to the number of delegates that will be attending the Mining Skills Lekgotla, which is 650, the occasion will be classified as an "Event". Therefore, it is a requirement under South African Government law that consent is obtained from the relevant municipality under the Disaster Management Act No. 57 of 2002, which governs the safety compliance of events, to host the event. Therefore, the conferencing venue must ensure the availability of a Compliance Officer to assist the Mining Qualifications Authority with the application process for this.

**TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST
THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS
LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE**

B. DATE : THURSDAY, 23 NOVEMBER 2023

EVENT : ANNUAL GENERAL MEETING & MINING SKILLS LEKGOTLA EVENTS

TIME : 08H30 – 16H30

CAPACITY : 650 PAX

BANQUETING REQUIREMENTS

- Full-day conference x 650 delegates.
- Classroom seating x 650 delegates.
- 9m x 6m stage.
- 2 x large flower arrangements for the stage.
- Water, mints, notepads, and pens on tables.
- 8 x tub chairs/occasional chairs to seat x8 people, with small table for water and drinking glasses.

REFRESHMENTS FOR 650 DELEGATES

- Arrival tea: tea, coffee, juice with sweet and savoury pastries / sandwiches (menu to include sufficient vegetarian options).
- Mid-morning tea: tea, coffee, juice with sweet and savoury pastries / biscuits (menu to include sufficient vegetarian options).
- Lunch: buffet lunch with x 1 soft drink per person (menu to include sufficient vegetarian options).
- Afternoon tea: tea, coffee juice with biscuits (menu to include vegetarian options).

C. DATE : THURSDAY, 23 NOVEMBER 2023

EVENT : GALA DINNER

TIME : 17H00 – 20H30

CAPACITY : 150 PAX

DECOR & SEATING

- Venue to host a gala dinner to accommodate x 150 guests.
- 15 x round glass / Perspex tables to accommodate 10 delegates per table.
- 150 x phoenix / tiffany chairs.
- 15 x centre pieces for each table.
- 15 x overlays (white / cream / gold / black) for each table.
- Stage intelligent LED moving head spot beams with changing colours.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

REFRESHMENTS AND DINNER FOR GUESTS

- 150 x welcome mocktails (non-alcoholic cocktails)
- Three-course dinner menu x 150 guests:
 - Starter x 150 delegates (menu to include sufficient options for vegetarian)
 - Plated dinner menu x 150 delegates (with 1 x soft drink p/person x 150 delegates; menu to include sufficient options for vegetarian)
 - Dessert x 150 delegates (menu to include sufficient options for vegetarian)

AUDIO-VISUAL & HYBRID REQUIREMENTS FOR MAIN VENUE

SOUND

- 6 x roving microphones
- 2 x large LED screens to accommodate 650 venue capacity.
- 2 x overhead data projectors.
- Sound system (including mixer) with on-site technician.
- 8 x headset microphones.
- 1 x podium microphone.

CAMERAS & LIGHTING

- Cameras: PD170 or equivalent, with tripods.
- 4 x camera(s) with live feed, sound, and operator(s) to project event proceedings onto two screens (screens to be provided by the venue).
- 4 x camera operators to record and project event proceedings.
- Sound cable must be included.
- Provide extra lighting.
- Clear spotlights for cameras.
- Provide edited footage to the MQA.
- Provide x 4 monitors for stage.

HYBRID REQUIREMENTS

- Setting up Webinar platform (which is the Microsoft teams' platform) on the day with technical team at the venue.
- Stream and record/save event proceedings on the MQA's YouTube channel.
- Developing a running order for speakers, facilitator, and technician, etc.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- Audio and visual: 1080p HD Quality visual camera for the crystal-clear video and sound
- Lighting.
- Onsite moderator/show caller and tech support.
- Review slides for speakers and ensure they are consistent with the MQA corporate identity (CI).
- Custom background for the webinar including the MQA logo.
- Technical team - who will be technically managing the multi webinars, managing speaker presentations, connection, and stability of the webinar.
- Provide extra lighting for recording (overall, ensure adequate lighting).
- Content for the digital backdrop will be shared with the appointed service provider.
- A dry run for the hybrid requirements to be scheduled for Wednesday, 22 November 2023.

DIGITAL BACKDROP SPECIFICATIONS

a. LED STRINGS

- High-quality RGB LEDs
- Additive colour mixing
- Intelligent LED sockets connected via thin cables
- 64 LEDs on a cable run

b. CONFIGURATION

- Custom designed software
- No pixel mapping required
- Hands on configuration of each curtain

c. CONTROLLER

- Max.1024 RGB LEDs per controller
- 19"rack mountable
- Ethernet connection
- Dimensions: 482 x 135 x 85mm
- Weight: 3.54 kg

d. V-BOX

- Media server/video software compatible
- No additional video controllers or converters required.
- Plug & Play: upload the configuration file and start projecting, should support Composite, VGA, and S-Video signal.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

e. MOLTON CS

- Width: 300 cm.
- Length: 60 m
- Weight: 320 g/m2..
- Composition: 100% PES.
- FR standard: NFP-M1 / BS-2B / DIN-B1 / NFPA 701 / GB-B1 / AS 1530.3 / AS 1530.2

f. DEKO TAFT

- Width: 310 cm.
- Length: 100 m.
- Weight: 66 g/m2.
- Composition: 100% PES FR.
- FR standard: NFP-M1.

BREAK-AWAY ROOMS, HOLDING ROOM, EXHIBITION & STORAGE ROOMS

DATES: 23 & 24 NOVEMBER 2023

i. 6 X ROOMS FOR 6 X COMMISSIONS

- To accommodate 100 delegates in each room.
- Cinema style seating.
- 1 x data projector, 1 x screen per break-away room.
- 2 x roving microphones.
- PA system with on-site technician.
- Venue to erect signage for each room (MQA logo and names of Commissions to be supplied).

ii. 1 X HOLDING ROOM (FOR 23 & 24 NOVEMBER 2023)

- For Minister and his entourage including MQA CEO, Board Members (x 30 persons).
- Refreshments: fresh cut fruit, tea, coffee, water, juice, sweet and savoury pastries / sandwiches.

iii. 1 X STORAGE ROOM (FOR 23 & 24 NOVEMBER 2023)

- To be utilised as storage for MQA marketing material to be utilised during the event.

iv. 1 X EXHIBITING HALL

- To accommodate ten (10) exhibiting companies.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- 1 x trestle table and two chairs per exhibitor (total = 10 tables, 20 chairs).

D. DATE: FRIDAY, 24 NOVEMBER 2023

EVENT : FEEDBACK SESSION

TIME : 08H30 – 14H00

CAPACITY : 650 PAX

REFRESHMENTS AND LUNCH

- Arrival tea: tea, coffee, juice with sweet and savoury pastries / sandwiches (menu to include sufficient vegetarian options)
- Mid-morning tea: tea, coffee, juice with sweet and savoury pastries / biscuits (menu to include sufficient vegetarian options)
- Lunch: buffet lunch with x 1 soft drink per person (menu to include sufficient vegetarian options)

5. PROJECT MANAGEMENT

The project will be managed by the Customer Service and Communication Unit. The appointed service provider will be required to appoint a banqueting manager to manage the MQA's event, and shall be given instructions by, or shall report to, the Customer Service and Communication Unit. Status meetings will be scheduled between the MQA and the appointed venue.

6. PRICING

6.1 The amount quoted must be denominated in South African Rand, and should include VAT.

6.2 The quoted price should be as per the scope work.

6.3 MQA may subject the award of the tender to price negotiation with the preferred bidder. This will however be exercised subject to the following principles:

- Negotiation may not allow any preferred bidder a second or unfair opportunity;
- Is not detriment of any other bidder; and
- Does not lead to higher price than the bid as submitted.

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

7. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in three (3) phases.

The first phase will be compliance, the second phase will be mandatory, and the third phase will be specific goals and pricing in accordance with the Supply Chain Management Procurement policies (Preferential Point System) shall be done on when there is a specific instruction and/or assignment that the MQA wants to be undertaken. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

8. PHASE ONE (1): COMPLIANCE

RETURNABLE DOCUMENTS TO BE SUBMITTED

- i. Proof of registration on Central Supplier Database System (CSD)
- ii. Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- iii. B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- iv. SBD 1: Invitation to Bid fully completed and appropriately signed;
- v. SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- vi. SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- vii. SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed.

NB: Service providers who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, service providers will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affects the substance of the bid or gives a bidder unfair advantage to the other bidders.

9. PHASE TWO (2): MANDATORY REQUIREMENTS

- The conferencing venue must be located within the Gauteng province.
- The venue must have been in existence for a minimum of five (5) years.
- For a hotel establishment: the venue must have acquired a minimum of a four-star grading status from the Tourism Grading Council of South Africa and must submit a valid certificate in good standing indicating this status (four-grade status).

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- For a conferencing, meeting, exhibitions, and special events centre: the venue must submit a minimum of a four-grading status from the Tourism Grading Council of South Africa for MESE (Meetings, Exhibitions, and Special Events) and must submit a valid certificate in good standing indicating this status (four-grade status).

Bidders who fail to meet the mandatory requirements will be disqualified and will not be evaluated further on price and specific goals.

NB: The MQA will conduct a site inspection of the facilities of short-listed bidders who meet the mandatory requirements.

10. PHASE THREE (3): PRICE AND SPECIFIC GOALS

10.1 During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status Level of Contributor		
Maximum Points	15	
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	
6	5	
7	4	
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural area		Documents for verification
Maximum Points	5	
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Affidavit	Certificate/Sworn
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Affidavit	Certificate/Sworn
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Affidavit	Certificate/Sworn

10.2 Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or Sworn Affidavit, together with their bids, to substantiate their specific goals claims.

10.3 Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

10.3.1 The MQA may undertake due diligence to qualifying service providers to ascertain functionality.

10.3.2 The Mining Qualifications Authority reserves the right not to award the bid to service providers. The Mining Qualifications Authority (MQA) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how the projects can be used to further the aims of transformation.

- a. The MQA may undertake due diligence to qualifying service provider to ascertain capability.
- b. The Mining Qualifications Authority reserves the right not to award the bid to service providers.

11. TERMS AND CONDITIONS OF THE BID

- a) The establishment must ensure it complies with all relevant legislations (e.g., OHS, security, emergency services, etc.) pertaining to the use of its facilities to host conferences, meetings, exhibitions, or special events.
- b) Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- c) The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.
- d) The MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).

TERMS OF REFERENCE TO SOURCE A SUITABLE CONFERENCE VENUE TO HOST THE MINING QUALIFICATIONS AUTHORITY'S INAUGURAL MINING SKILLS LEKGOTLA EVENT FROM 23 TO 24 NOVEMBER 2023 IN THE GAUTENG PROVINCE

- e) In the event where there is more than one bidder accredited on the bid, and they have the necessary skills that are required to render a specific service, the MQA will issue out the Terms of reference/Specifications to call for bids and award the work accordingly.
- f) Payment will only be made for acceptable work completed and timeously delivered.
- g) The MQA may undertake due diligence to qualifying service provider to ascertain functionality.
- h) The Mining Qualifications Authority reserves the right not to award the bid to service providers.
- i) Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

11. BRIEFING SESSION

There will be a non-compulsory briefing session that will take place as follows:

Date: 26 October 2023

Time: 10:00 am

Teams link:

https://teams.microsoft.com/l/meetupjoin/19%3ameeting_N2JjMjE1MTItMzU3ZC00YjUyLThiOGEtODQzNjNmMDM5YTYw%40thread.v2/0?context=%7b%22Tid%22%3a%22cc714137-fd2a-49a3-97b0-e152c945ff38%22%2c%22Oid%22%3a%227a6536b1-c8a1-4687-81cf-d580be1f4b8c%22%7d

12. CONTACT PERSONS FOR TECHNICAL ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Supply Chain Management

Ms Tsholo Dilape

Telephone number: 011 547 2628

E-mail Address: TsholoD@mqa.org.za

AND

Technical enquiries related to this bid must be forwarded to:

Ms Baitse Mokiti

Telephone number: 011 547 2617

Email Address: Baitse M@mqa.org.za