



BID SPECIFICATION COMMITTEE

FREE STATE LEGISLATURE - EVENTS MANAGEMENT SERVICES

Bid Reference Number:	BID 01-2026.
Bid Description:	REQUEST FOR BIDS FOR THE RENDERING OF EVENT MANAGEMENT SERVICES TO THE FREE STATE LEGISLATURE.
Contract Duration	36 Months

Appointment of a service provider for the provision of event management services for the Free State Legislature's scheduled programmed events (2026–2029 financial years). The Free State Legislature invites bids from qualified, experienced, and competent service providers for the supply and provision of comprehensive event management services for its scheduled programmatic events.

BACKGROUND

The Free State Legislature is a key institution of provincial governance, constitutionally mandated to perform legislative, oversight, and public-participation functions. To execute these responsibilities effectively, the Legislature hosts a series of high-profile, protocol-driven events that require professional planning, logistical excellence, stakeholder coordination, and seamless delivery.

These events form an integral part of the Legislature's annual programme and are essential for democratic engagement, accountability, and effective governance in the province.

Over the Medium-Term Expenditure Framework period (2026–2029), the Free State Legislature will host the following key events (the list is not exhaustive and may be supplemented as required by the Legislature's programme):

- State of the Province Address (SOPA)
- Budget Votes and Budget Debate
- Sectoral Parliaments (including, inter alia, Women's Parliament, Youth Parliament, and other thematic sectoral sittings)

- Public Hearings (on bills, provincial issues, and oversight matters)
- Portfolio Committee Meetings and related oversight activities

The successful service provider will be required to deliver professional end-to-end event management support for these events, ensuring compliance with parliamentary protocols, dignity of the institution, and value for money.

This bid seeks to secure a reliable and capable partner to support the Legislature in delivering these critical events with the highest standards of professionalism and efficiency throughout the 2026–2029 period.

1. Specifications and Scope of Work

1.1 Prospective bidders are expected to quote and conform to the attached specifications and scope of work (**Annexure 1**). A quote that is not compliant to the attached specifications will not be considered for evaluation

2. Conditions to Participation

2.1 Bids are invited for the **Events Management Services** to the Free State Legislature.

2.2 Bidders are expected to render **Events Management Services** to the Free State Legislature once a purchase order number has been issued.

2.3 The Free State Legislature reserves a right to enter into negotiations with a successful bidder(s) to the limit that the outcome of such negotiations does not materially or significantly affect and alter the conditions of this open bid.

2.4 The successful bidder must be willing to enter into a contract with the Free State Legislature.

3. Standard Documents

3.1 Bidders must be registered for business in South Africa to participate and the following documents must be attached with other standard bid documents.

The following bid documents are compulsory and must be submitted by the closing date.

- (i) Certified copies of company registration
- (ii) Certified ID copies of all shareholders
- (iii) Valid BEE certificate/Sworn affidavit
- (iv) Declaration of Interests as prescribed by the FSL (SBD 4) (Annexure 2)
- (v) Confirmation of contract as prescribed by the FSL. (Annexure 3)
- (vi) Price Schedule as prescribed by FSL. (Annexure 4)

3.2 Only standard documents mentioned as compulsory must be submitted.

3.3 Bidders must only use Free State Legislature SBD4 forms; confirmation of contract and price schedule as distributed through an official website or those collected from the premises.

3.4 No section or question in the document shall be ignored or left unanswered. Such omissions shall render a document as incomplete.

4. Evaluation Criteria

4.1 Stage 1: Evaluation of Functionality

The bid will be evaluated on functionality and points will be allocated in terms of the criteria and conditions mentioned below.

Criteria for measuring functionality	Weight
Service provider must have experience to supply and deliver the goods and services as required by the Free State Legislature. Submit 3 contactable references as confirmation. <ul style="list-style-type: none">• 2 Confirmation of contract = 30 points• 3 Confirmation of contract = 50 points• 4 Confirmation of contract = 70 points• 5 or more Confirmation of contract = 100 point	100
<ol style="list-style-type: none">1. <i>Only contract confirmation valued above the total amount of R2 500 000 (Two million five hundred thousand rand) will be awarded and allocated points.</i>2. <i>The contract confirmation must only relate to event management</i>	

4.1.1 A bidder must obtain a minimum of 70 points to qualify to proceed to the next stage of evaluation.

4.1.2 Points will be awarded according to the number of confirmation of contracts a company has provided.

4.1.3 A contract confirmation (Annexure 3) must be signed by the authorised/senior official, must have contact details and must not be older than 12 months.

4.1.4 The confirmed contract awarded must have been rendered within the last 5 years.

4.2 Stage 2: Price and Preferential Points

Bids will be evaluated on the price and specific goals in accordance with the Preferential Procurement Regulations of 2022 and its subsequent regulations. The 80/20-point system will be applied in evaluating proposals that qualifies for further consideration, where price constitute 80 points and the maximum of 20 points will be awarded based on the HDI goals and the RDP goals.

Historically Disadvantaged Individuals (HDI) goals shall be awarded as follows:

(i) at least 51% black owned is 12 points (***valid BEE certificate /sworn affidavit to be attached***).

Reconstruction and Development Programme (RDP Goals)

(i) SMME supplier scores 4 points (***valid BEE certificate to be attached***).

(ii) Supplier with a verifiable and functional branch within the borders of Free State scores 4 points (***Confirmation proof of business premises, such as municipal statement or signed lease agreement***).

5. Tax Compliance

5.1 Only bidders who are tax compliant will be considered for appointment.

5.2 A tax compliance of a bidder will be verified during evaluation process using SARS e-filing and CSD portals.

5.3 Bidders will be informed of their tax compliance status between evaluation process and before the submission of the BAC report to the accounting officer. BEC shall make use of the contact details in the bid submission to communicate issues of compliance with a bidder and determine a date for reply or update on tax matters which will differ on bid-to-bid basis.

5.4 A failure to correct the tax non-compliance within the period determined by the BEC shall result in the elimination of a bidder.

6. Requests for clarity and additional information

6.1 During the bid evaluation process and after the closing date of a bid, the BEC shall, where necessary, formally request additional information/documents and clarity from the bidder(s).

6.2 Such information shall be presented directly to the BEC in a manner recommended by the BEC and on or before the expiry of time as determined by the BEC.

6.3 In a case a bidder fails to reply to the request or invitation to clarify and add information, the existing bid documents will be relied upon, and decision will be taken on the strength of the existing information by the BEC.

7. Prohibited Bidders

7.1 Bidders and directors that are prohibited or restricted by the National Treasury to do business with the organ of state will not be considered.

7.2 Bidders whose shareholders are public representatives are prohibited to do business with the Legislature and such bids from such entities will not be considered.

7.3 Bidders who have been convicted of fraud, corruption or any other crime involving dishonesty in the past 5 years.

7.4 A bidder who has wilfully breach a contract with an organ of state during the previous 5 years.

Bidders affected by the above conditions will be automatically eliminated without notice or any form of engagement as stipulated in SCM Regulations issued in terms of FMPPLA 2009.

8. Vetting

8.1 Legislature in terms of Supply Chain Management Regulations shall subject shareholders of entity to vetting with the relevant authorities before appointment.

8.2 Any bidder or its shareholders or directors who do not pass vetting would not be considered for appointment by the Legislature.

8.3 It is therefore compulsory and mandatory for the bid document to include ID copies of all shareholders and directors as they appear in the company registration documents for this purpose.

9. Enquiries

9.1 Enquiries by the prospective bidders in respect of specifications and bid requirements must only be addressed to the officials mentioned in the Bid Advertisement and in a manner prescribed by the BSC.

9.2 Enquiries must be done from the date a bid is advertised and before the closing date.

10. Compulsory briefing session

10.1 No compulsory briefing session will be held.

11. Closing date

11.1 Only bids received on or before date and time prescribed in the bid advertisement will be considered. No bid shall be accepted after the officials had closed a tender box.

11.2 The closing date for this bid is **Tuesday, 31 March 2026 (11:00 am)** and bidders are also at liberty to be present for the closing and recording of the bids.

11.3 Bids must be submitted in the tender box in the SCM directorate located at 41 Charlotte Maxeke Street, Southern Life Plaza Building, 5th Floor, South Wing, Bloemfontein.

11.4 Every bid submission must be recorded on the register. Any bid that is not appearing on the bid register would be considered to have been deposited late and therefore will not be considered for evaluation.

12. Award/Cancellations and Notices

12.1 The Legislature reserves the right not to appoint any bidder.

12.2 The legislature reserves the right to enter negotiations with one or more bidders to an extent that the outcome of the bid does not materially change the initial condition and scope of work.

12.3 The legislature reserves the right to cancel the bid in terms of the SCM regulations. such decision shall be publicised in a platform(s) a bid was advertised.

12.4 The Free State Legislature reserves the right to appoint more than one bidder.

13. Validity of the quotes

13.1 All quotations shall be valid for 90 days after the closing date of a bid. This will be deemed to be applicable even in a case a bidder did not explicitly state expiry date in a quote.

13.2 Bidder shall not amend the quote after the closing date and before the expiry of the 90 days.

13.3 In a case that a bid is not concluded within 90 days, the accounting officer shall grant a permission for resubmission of revised quotes to a group of suppliers based on their scoring on price.

14. Reporting risks and allegation of fraud and corruption

14.1 Bidders are at liberty to alert the accounting officer of the Free State Legislature of any suspicion of fraud and corruption identified on the part of other suppliers or the officials of the Free State Legislature at any time before the conclusion of the bid process.

14.2 Such reports can also be made on condition of anonymity.

Compiled by

Free State Legislature Bid Specification Committee.

For any enquiries please do not hesitate to contact:

Convener BSC,

Mr. M.S Seruoe

051 407 1100/1204

Email: maroeles@fsl.gov.za

LIST OF ANNEXURES

Annexure 1: Bid Specifications

Annexure 2: Declaration of Interest

Annexure 3: Confirmation of contract as prescribed by the FSL.

Annexure 4: Price Schedule as prescribed by FSL.