



## REQUEST FOR PROPOSAL

<b>RFQ NUMBER</b>	SAC202301-001
<b>RFQ DESCRIPTION</b>	CONCEPTUALISATION AND COORDINATION OF SACNASP'S 20TH ANNIVERSARY CELEBRATION
<b>RFQ ISSUE DATE</b>	THURSDAY, 19 JANUARY 2023
<b>BRIEFING SESSION</b>	N/A
<b>CLOSING DATE &amp; TIME</b>	WEDNESDAY, 8 FEBRUARY 2023 AT 11:00 AM
<b>SUBMISSIONS</b>	ALL SUBMISSIONS SHOULD BE EMAILED TO: <a href="mailto:scm@sacnasp.org.za">scm@sacnasp.org.za</a>  <b>SUBJECT:</b> RFQ: SACNASP 20TH ANNIVERSARY CELEBRATION (SAC202301-001)

## 1. PURPOSE

The purpose of the request for proposal is to appoint a qualified service provider to conceptualise and assist in coordinating the South African Council for Natural Scientific Professions (SACNASP) 20<sup>th</sup> Anniversary celebration.

## 2. BACKGROUND

The South African Council for Natural Scientific Professions (SACNASP) is a statutory body established under the Natural Scientific Professions Act (Act no. 27 of 2003) as amended by the Science and Technology Laws Amendment Act (Act No. 7 of 2014). SACNASP is reaching a significant milestone in 2023, marking 20 years of its existence. Thus, it will be great to use this milestone to reflect, celebrate and chronicle SACNASP's 20-year journey in the National Systems of Innovation (NSI), using this opportunity to enhance SACNASP's value proposition, visibility, relevance, and responsiveness.

Service providers are encouraged to review SACNASP's latest Annual Reports, available on the website, to get a better understanding of its business operations and functions.

## 3. SCOPE OF WORK

The service provider will be expected to provide the following services:

- a) To develop a marketing and communications plan and an implementation framework, detailing how the tasks will be carried out for the entire year to promote and elevate SACNASP's 20<sup>th</sup> year anniversary in line with a chosen theme.
- b) Prepare the anniversary concept note and road map of 20<sup>th</sup> Anniversary events, activities and other deliverables, based on inputs and guidance received from the relevant department, including:
  - Coordinate with SACNASP on the preparation of a communication plan for the Anniversary events.
  - Production of special publications and audio-visuals in connection with the Celebrations.
  - Coordinate with SACNASP on internal and external communications relating to the 20<sup>th</sup> Anniversary Book and eBook.
  - Identify in advance potential problems which could delay the successful implementation of Anniversary events and advice on remedial actions to be taken.
- c) Develop and produce a visual concept based on the anniversary theme and chronicle SACNASP's 20-year journey in the NSI.
- d) Ensure all key stakeholders are part of the 20th anniversary celebration.
- e) In celebration of the 20-year anniversary, SACNASP intends to host a grand celebratory banquet and provincial events.

In general, the services that will be provided to make the celebration a great success will include:

### **Banquet and provincial events**

- a) Creative concept, theme and design of the event.

- b) Provision of events management services for activities such as celebratory banquet (main event), provincial networking sessions, internal & external activations, breakfast sessions, cocktail dinners, sponsored events, awards ceremonies, and other ad hoc events.
- c) Due to the nature of this historic occasion, the successful service provider will be expected to come up with a creative concept which will take into consideration the narration of SACNASP's evolution to date.
- d) The successful service provider will be expected to submit a concept and action plan of how the provincial events will be rolled out across nine (9) provinces.
- e) Design invitations in line with the chosen theme.
- f) Distribution of invitations and RSVP management.
- g) Provide events photography and videography services.
- h) Sourcing and coordination of all entertainment.
- i) Provision of venue sourcing and payments.
- j) Sourcing corporate gifts for guests in line with the theme.
- k) Provide a media plan to ensure maximum media exposure (including social media coverage).
- l) Ensure that the program content is aligned with the chosen theme and includes appropriate live entertainment.
- m) Elements of the 20-year achievements should be incorporated into the program.
- n) The service provider should have the flexibility to manage events across various platforms, including the provision of full technical requirements.
- o) Ensure uniformity of theme and experience across all sites for all event categories concept/proposal.
- p) The event types and sizes may vary; therefore, pricing should be based on the virtual broadcasts/webinars (one event hosting 300 guests – banquet gala dinner) and networking events (one event hosting up to 200 guests in nine provinces).
- q) Ensure that information is kept confidential and shall not divulge any information without written approval or consent by SACNASP.

### **Budget**

To ensure cost containment for this celebration, SACNASP will be seeking to secure sponsorships to ensure that the celebration is a great success.

## **4. REPORTING**

- a) The successful service provider will be required to provide a detailed closing report with all creatives.
- b) The successful service provider will report to the Science Communication Manager on their deliverables.

## **5. REQUIREMENTS FOR RFQ**

### **5.1. STAGE 1: MANDATORY REQUIREMENTS**

Service Providers should submit the following documents:

- Proof of registration on the Centralised Supplier Database held by the National Treasury.

- An original SARS tax clearance certificate.
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- Standard Bidding Document (SBD) 4 – Declaration of interest.
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- SBD 8 – Declaration of bidder's past supply chain management practices.
- SBD 9 – Certificate of independent bid determination.
- Quotations must reflect the cost breakdown where applicable. Prices quoted must be inclusive of VAT.

Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified.

## 5.2. STAGE 2: FUNCTIONALITY ASSESSMENT

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70% to qualify and proceed to Stage 3 of the evaluation process.

Criteria	Details	Weight
<b>Experience</b> The service provider must provide client reference letters, signed and dated (on the client's letterhead), where the service provider has successfully provided such services within the private or private sector in the last five years.	Reference letters demonstrating the relevant experience <ul style="list-style-type: none"> <li>• 5 and more relevant reference letters = 20%</li> <li>• 3 – 4 relevant reference letters = 10%</li> <li>• 1 – 2 relevant reference letters = 5</li> <li>• No relevant reference letters = 0</li> </ul>	20%
<b>Strategic Public Relations and content development</b> The service provider must demonstrate their ability to provide Public Relations strategy development and execution as well as content development for SACNASP's various platforms (Blogs, brochures, Newsletters, social media etc). The service provider must submit a portfolio of evidence.	<ul style="list-style-type: none"> <li>• Provide an approach demonstrating all the elements as indicated in the criteria = 10%</li> <li>• Provide the approach but not demonstrate all the elements as indicated in the criteria = 5%</li> <li>• No approach provided = 0%</li> </ul>	10%
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• The proposed methodology and project plan exceed the</li> </ul>	30%

<p>Detailed Plan that outlines the objectives, needs, strategy, and curriculum to be addressed in the training, and project quotation.</p>	<p>expectations of the SACNASP and are well-articulated with clear, realistic timelines= 30%</p> <ul style="list-style-type: none"> <li>• Detailed methodology and project plan of acceptable quality have been submitted with realistic timelines = 20%</li> <li>• No methodology or project plan submitted = 0%</li> </ul>	
<p><b>Portfolio of evidence</b></p> <p>The service provider is expected to submit a detailed case study of a past project indicating how the service provider executed a similar strategy. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Description of the integrated marketing communications strategy formulated, and services provided</li> <li>• The implementation plans</li> <li>• Timelines</li> <li>• Budget</li> <li>• Team Capability and Expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Shows all five elements listed above = 20%</li> <li>• Shows 4 of the 5 elements listed above = 15%</li> <li>• Shows 3 of the 5 elements listed above = 10%</li> <li>• Shows 1 -2 of the 5 elements listed above = 5%</li> <li>• No elements shown = 0%</li> </ul>	20%
<p><b>Experience of the Project Team:</b></p> <p>The bidder must demonstrate the availability of appropriate skills and resources that will manage and deliver on SACNASP requirements</p> <p>Provide detailed CVs of the following key personnel with a minimum of three years:</p> <ul style="list-style-type: none"> <li>• Accounts Manager</li> <li>• Brand / Media Strategist</li> <li>• Creative Director</li> <li>• Copywriter</li> <li>• Events Planner</li> <li>• Graphic Designer</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted all 6 relevant CVs required with more than 3 years experience in the relevant field = 20%</li> <li>• Submitted 4 - 5 CVs required with more than 3 years experience in the relevant field = 15%</li> <li>• Submitted 3 - 4 CVs required with more than 3 years experience in the relevant field = 10%</li> <li>• Submitted 1 - 2 CVs required with more than 3 years experience in the relevant field = 5%</li> <li>• No technical team CV's submitted = 0%</li> </ul>	20%

### 5.3. STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

**Table 1.** Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>Total</b>		<b>100</b>

### 6. SUBMISSION OF QUOTATIONS

All technical enquiries should be sent in writing, to the specified person below:

Contact Person : Dr Matshidiso Matabane  
Designation : Acting Science Communication Manager  
E-mail : [mbmatabane@sacnasp.org.za](mailto:mbmatabane@sacnasp.org.za)

All submissions should be sent to [scm@sacnasp.org.za](mailto:scm@sacnasp.org.za)

The closing date for the submission of bids is Wednesday, 8 February 2023 by 11:00 am. No late bids will be considered. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address.

The information contained in this Request for Proposals is confidential and is the property of SACNASP. Similarly, SACNASP shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

## ANNEXURE A

Service providers are required to include supporting documents Pre- Qualifying Criteria and Evaluation Criteria

Name of the document that must be submitted	Non-submission may result in disqualification
Central Registration Report (Central Database System) from National Treasury	<b>YES</b> – Service Providers must register on the Central Database report
An original SARS tax clearance certificate.	<b>YES</b> – The service provider must submit the required document
An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.	<b>YES</b> – The service provider must submit the required document
Bidder's Disclosure - SBD 4	<b>YES</b> – Complete and sign the supplied pro forma
Preference Point Claim Form – SBD 6.1	<b>NO</b> – Non-submission will lead to a zero score on B-BBEE
Declaration of bidder's past supply chain management practices - SBD 8	<b>YES</b> – Complete and sign the supplied pro forma
Certificate of independent bid determination - SBD 9	<b>YES</b> – Complete and sign the supplied pro forma