



National Gambling Board  
*South Africa*

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a member of **the dtic** group

## **REQUEST FOR PROPOSAL**

**RFP 061(2022/2023):**

**APPOINTMENT OF A SERVICE PROVIDER  
TO CONDUCT CONFERENCE RSVP  
SERVICES AND DELEGATE  
COMMUNICATION; DESIGN AND  
PRODUCE CONFERENCE COLLATERAL  
AND MATERIALS; ARRANGE FOR  
SCRIBING AND POST CONFERENCE  
REPORTING; UNDERTAKE  
PHOTOGRAPHY OF THE EVENT; AND  
APPOINT A MASTER OF CEREMONIES  
AND PANEL MODERATORS.**

## 1. REQUEST FOR PROPOSALS

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- 1.1 The NGB (National Gambling Board) was established in terms of the National Gambling Act (NGA), 2004 (Act 7 of 2004). It is the NGB's purpose to make provision for the regulation and co-ordination of certain matters relating to casinos, racing, betting and wagering. The NGB is also responsible for the regulation of bingo in South Africa. The NGB is authorised to, amongst others, advise the Minister of Trade and Industry on policy issues that might impact on the current and future regulation of gambling.
- 1.2 NGB is listed under schedule 3A of the Public Finance Management Act, 1999 (Act 01 of 1999) (PFMA) as amended with effect from 1 April 2001.

## 2. PURPOSE

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- 2.1 The NGB calls for proposals (quotations included) for the appointment of a suitable and qualified service provider to conduct conference RSVP services and delegate communication; design and produce conference collateral and materials; arrange for scribing and post conference reporting; undertake photography of the event; and appoint a master of ceremonies and panel moderators.
- 2.2 This RFP requires knowledge, experience and skills related to events management.
- 2.3 The conference will be held in the Eastern Cape province (Wild Coast Sun, Mzamba, Mbizana, Eastern Cape) for 300 delegates.
- 2.4 The proposed date for the conference has been agreed between the two hosting parties as: 13 - 14 March 2023, and is subject to change.

## 3. TERMS OF REFERENCE

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- 3.1 The specification of the required services is as follows:

<b>Description</b>	Appointment of a service provider to conduct Conference RSVP services and delegate communication; design and produce conference collateral and materials; arrange for scribing and post conference reporting; undertake photography of the event; and appoint a Master of Ceremonies and Panel Moderators.
<b>RFP validity period</b>	Proposal and quotations must be valid for forty-five (45) days from the closing date of the RFP

<b>Contract duration</b>	3 Months (inclusive of pre, during and post conference support). The Conference takes place 13 -14 March 2023, subject to change.
<b>Proposal elements</b>	<p><b>1.1 RSVP Services</b></p> <p>1.1.1 Setting up of an electronic RSVP system for monitoring RSVPs from delegates</p> <p>1.1.2 <b>The service provider should include a detailed description of the RSVP system and the process to be used, when submitting a proposal</b></p> <p>1.1.3 Providing feedback on RSVP status to the NGB event team</p> <p>1.1.4 Design and sending of delegate communications in the run-up to the conference and thank you communications post conference.</p> <p>1.1.5 Printing and collation of delegate name tags</p> <p><b>1.2 Design Services</b></p> <p>1.2.1 <b>The service provider should include at least four (4) examples of previous Conference design work conducted, when submitting a proposal</b></p> <p>1.2.2 Creation of a conference “Look and Feel” that reflects the conference goals, as well as the brands of the two hosting organisations (National Gambling Board and Eastern Cape Gambling Board).</p> <p>1.2.3 Design of conference collateral and materials:</p> <p>1.2.3.1 Conference Programme</p> <p>1.2.3.2 Conference Booklet</p> <p>1.2.3.3 Pull Up Banners</p> <p>1.2.3.4 Teardrop Banners</p> <p>1.2.3.5 Directional signage</p> <p>1.2.3.6 Stage Banner/ Backdrop</p> <p>1.2.3.7 Podium Banner</p> <p>1.2.3.8 Conference Bag</p> <p>1.2.3.9 Note Book</p> <p>1.2.3.10 Pen</p> <p>1.2.3.11 Conference Lanyards and Name Tags</p> <p>1.2.3.12 Charity Drive Pledge Cards and Pledge Status Board</p> <p><b>1.3 Production Services</b></p> <p>1.3.1 Following on the approval of the above designs by the NGB, the below materials to be produced</p> <p>1.3.2 Materials to be delivered to the conference venue by the service provider</p> <p>1.3.3 Conference bags to be packed by the service provider (programme, booklet, notebook, pen, pledge card)</p> <p>1.3.3.1 300 x Conference Programmes</p> <p>1.3.3.1.1 A4 size</p>

	1.3.3.1.2 4 pages 1.3.3.1.3 300 gsm Gloss 1.3.3.1.4 Double Sided 1.3.3.1.5 Folded
1.3.3.2	300 x Conference Booklets 1.3.3.2.1 A4 size 1.3.3.2.2 24 pages (Note that the estimated number of pages may differ slightly from the final number of pages) 1.3.3.2.3 Saddle stitched 1.3.3.2.4 Double Sided 1.3.3.2.5 Full Colour 1.3.3.2.6 Inner Pages: 125 gsm Gloss 1.3.3.2.7 Cover: 300 gsm Gloss
1.3.3.3	6 x Pull Up Banners with conference branding
1.3.3.4	2 x Teardrop Banners for outside use with conference branding
1.3.3.5	6 x Directional Signage Posters for outside and inside use, with conference branding 1.3.3.5.1 A0 size 1.3.3.5.2 Full Colour 1.3.3.5.3 200 gsm Gloss 1.3.3.5.4 Single Sided
1.3.3.6	1 x Stage Banner / Backdrop with conference branding (size to be determined during venue reconnaissance visit)
1.3.3.7	1 x Podium Banner with conference branding (size to be determined during venue reconnaissance visit)
1.3.3.8	300 x Conference Bags (supply of bags and branding of bags) 1.3.3.8.1 38.5 x 8 x 30 cm Black Conference Bag 1.3.3.8.2 600D Polyester 1.3.3.8.3 Screen-printed conference branding
1.3.3.9	300 x Conference Notebooks (supply of notebooks and branding of notebooks) 1.3.3.9.1 A5 notebook 1.3.3.9.2 Black Leatherette Paper Cover (or similar)

	<p>1.3.3.9.3 96 Page</p> <p>1.3.3.9.4 With jacket band and pen loop</p> <p>1.3.3.9.5 Screen-printed branding</p> <p>1.3.3.10 300 x Conference Pens (supply of pens and branding of pens)</p> <p>1.3.3.10.1 Black Plastic Pen with under clip</p> <p>1.3.3.10.2 Pad print branding (or similar)</p> <p>1.3.3.11 300 x Conference Lanyards, 300 x Pouches and 300 x Nametags (supply of lanyard, pouch and nametags; and branding of lanyard and name tags)</p> <p>—</p> <p>1.3.3.11.1 90 x 2 cm black Polyester Lanyard with snap hook</p> <p>1.3.3.11.2 Screen-print branding</p> <p>1.3.3.11.3 8 x 9.5 cm clear PVC Pouch</p> <p>1.3.3.11.4 Branded nametags</p> <p>1.3.3.11.5 Printing of delegate names on branded nametags</p> <p>1.3.3.12 150 x Charity Drive Pledge Cards and 1 x magnetic Charity Drive Status Board –</p> <p>1.3.3.12.1 Pledge Card: A6, 135 gsm matte with conference branding</p> <p>1.3.3.12.2 Pledge Board: 600mm X 1400mm magnetic banner with conference branding and 10 Dry wipe magnetic strips.</p> <p><b>1.4 Scribing and post Conference report</b></p> <p>1.4.1 <b>The service provider should include at least three (3) examples of previous Conference reports completed, when submitting a proposal</b></p> <p>1.4.2 Live scribing of key themes, discussions and ideas from each presentation or panel in order to provide a high-level summary of Day 1 to the MC for the start of Day 2; as well as a summary of Day 2 for the conference closure presentation.</p> <p>1.4.3 Capturing of proceedings (presentations, decisions, actions and key discussion points) on both conference days in order to compile a post conference report</p> <p>1.4.4 Submission of a comprehensive conference report to the NGB within two weeks post conference in MS Word format</p> <p><b>1.5 Photographic Services</b></p> <p>1.5.1 Capturing of the Conference proceedings (Day 1 and Day 2) as well as the Gala Dinner on Day 1</p>
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	<p>1.5.2 Provision of all photographs in raw format within two days post conference</p> <p>1.5.3 Provision of edited/touched up photos within two weeks post conference.</p> <p>1.5.4 Provision of 5 photos on the day of the conference for use on NGB social media pages</p> <p><b>1.6 Appointment of Master of Ceremonies and Panel Moderators</b></p> <p>1.6.1 Proposal and sourcing of appropriate Master of Ceremonies with celebrity or influencer status and a solid track record in dynamic conference MC'ing</p> <p>1.6.2 Administration of payment of Master of Ceremonies</p> <p>1.6.3 Proposal and sourcing of appropriate Panel Moderators with an understanding of the gambling industry and a solid track record of conference panel moderation.</p> <p><b>1.7 Delivery of all Conference Collateral and Materials</b></p> <p>1.7.1 Produced collateral and materials to be delivered or couriered to the Conference Venue (Wild Coast Sun, Mzamba, Mbizana, Eastern Cape) by 09 March 2023.</p> <p><b>1.8 Reconnaissance of Venue</b></p> <p>1.8.1 Cost of travelling for one representative to conduct a reconnaissance visit to the venue upon appointment of the service provider, in order to advise on Conference branding and other contract deliverables.</p>
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## 4. FUNCTIONALITY CRITERIA

4.1 Proposal will be evaluated according to the below-mentioned criteria.

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
The Bids will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent							
1. Functionality							
<u>Company track record:</u>  A proven track record of the service provider substantiated by reference to letters from at least three (3) entities for which similar work have been provided for during the past ten (10) years. The reference letters shall include the following information for each project undertaken:  <ul style="list-style-type: none"><li>Entity name</li><li>Contact name and telephone number</li><li>Date when service was rendered</li><li>Description of service</li><li>Duration of project</li><li>Contract price</li><li>Quality of the event</li><li>Success of the event</li><li>The scale or size of event (in relation to the number of people who attended the event).</li></ul> The reference letter <u>must</u> be on the <u>letterhead</u> of the entity providing the reference. NB: A list of references will <u>not</u> be accepted.  If more than three (3) letters are provided; the first three (3) letters will be considered.						40	
<u>Expertise and experience of the service provider:</u>  <u>Proof of previous work executed:</u> Provide evidence in support of the reference letters provided above of past event management services performed of						30	

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p>the same and / or similar magnitude of three (03) clients in the past ten (10) years. The evidence should include, but not limited, to the following information:</p> <p>I. At least four (4) examples of previous event design and production work conducted</p> <p>II. At least three (3) examples of previous conference reports completed</p> <p><u>Allocation of scores:</u></p> <p>i. Evidence of one (01) example of event management services performed which covers point I – II above = (1 point)</p> <p>ii. Evidence of two (02) examples of event management services performed which covers point I – II above = (2 points)</p> <p>iii. Evidence of three (03) examples of event management services performed which covers point I – II above = (3 points)</p> <p>iv. Evidence of four (04) examples of event management services performed which covers point I – II above = (4 points)</p> <p>v. Evidence of five (05) examples of event management services performed which covers point I – II above = (5 points)</p>							
<p><b><u>Project Plan:</u></b></p> <ul style="list-style-type: none"> <li>Provide a detailed project plan with <u>all</u> milestones clearly reflected (based on par 3 in the Terms of Reference, as well as other activities not included and perceived as important by the service provider) relative to how the service provider will execute the project from initial planning to post-planning.</li> </ul>						30	
<b>TOTAL POINTS FOR FUNCTIONALITY</b>						100	
<b>A threshold of 60% is applicable</b>							



Proposals that do not score a minimum of **60% or more** for functionality will not advance to be evaluated on price and B-BBEE.

## **5. EVALUATION CRITERIA**

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### **5.1 The following conditions will apply:**

- 5.1.1 All prospective service providers must be registered on National Treasury's Central Supplier Database (CSD) prior to submission of quotations;
- 5.1.2 The response to the RFQ **must** include a company's a letter of resolution authorizing a particular person to sign documents including the SLA;
- 5.1.3 Prices quoted must be firm prices and VAT inclusive;
- 5.1.4 Quotations must be valid for **180** days;
- 5.1.5 Tax PIN or CSD registration number must be submitted;
- 5.1.6 The 80/20 Preference points system will apply in terms of the NGBs Preferential Procurement Policy;
- 5.1.7 Complete the SBD 6.1 form and further substantiate points claimed by submitting a valid B-BBEE Status Level Certificate issued by an authorized body or person; or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice in cases of EMEs and QSEs;
- 5.1.8 The following documents must be submitted with the quotation:
  - SBD 4; and
  - A company resolution authorising a particular person to enter into a contractual agreement with the NGB.

**Failure to submit any of the documents as requested in 5.1.8 above will result in your quotation not being considered (disqualification).**

### **5.2 Evaluation criteria**

**Phase 1:** Quotations will be evaluated in accordance with paragraph 5.1.8 above. Failure to submit any of the documents requested in paragraph 5.1.8 above will result in

**disqualification.**

**Phase 2:** Quotations will be evaluated in accordance with the evaluation criteria contained in paragraph 4 above. **Proposals that do not score a minimum of 60% or more for functionality will not advance to be evaluated on price and B-BBEE.**

**Phase 3:** Service providers who score a minimum of **60% or more** for functionality will be considered for evaluation on price and BBEE.

The evaluation on price and BBEE will be conducted as follows:

### **Price and BBEE Status level of contribution**

#### **Points awarded for price**

The 80 preference points system for price will be utilised.

The following formula will be applied:

$$P_s = 80[1 - P_t - P_{min} / P_{min}]$$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

#### **Points awarded for B-BBEE status level of contributor**

**A maximum of 20 points will be awarded for B-BBEE Status Level of Contributor.**

<b>B-BBEE Status Level Of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **6. DISCLAIMER**

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- 7.1 The NGB reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation. The NGB reserves the right to:
- 7.1.1 Award the contract in full or in parts.
  - 7.1.2 Award the contract or any part thereof to one or more service providers.
  - 7.1.3 Reject all quotations.
  - 7.1.4 Decline to consider any quotation that does not conform to any aspect of the bidding process.
  - 7.1.5 Request further information from any service provider after the closing date, for clarity purposes.

## **7. NOTES TO BIDDERS**

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- 8.1 The NGB will not be liable to reimburse any costs incurred by the bidder during the quotation process.
- 8.2 Evaluation of quotations will be carried out by the NGB. The NGB may, if necessary, contact bidders to seek clarity on any aspect of the quotation.
- 8.3 Payments shall be made promptly by the NGB, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 8.4 The supplier shall furnish the NGB with an invoice upon fulfillment of obligations.
- 8.5 Prices charged by the service provider for services rendered under the contract shall not vary from the prices quoted by the supplier.

## **8. ENQUIRIES**

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- 8.1 Supply Chain Management: Contact Ms. Reabetswe Makena, Tel: (010) 003 3486 or e-mail to: [scm@ngb.org.za](mailto:scm@ngb.org.za).

## 9. DEADLINE FOR SUBMISSION OF QUOTATIONS

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- 9.1 A proposal may be hand-delivered or e-mailed for the attention of Ms. Reabetswe Makena Tel: (010) 003 3486, E-mail: [scm@ngb.org.za](mailto:scm@ngb.org.za)

Address: 420 Witch Hazel Avenue,  
Block C, Eco Glades 2,  
Eco Park,  
Centurion,  
The National Gambling Board,  
0144

- 9.2 The cut-off date and time for enquiries is **01 February 2023 at 16:00 CAT.**
- 9.3 The **deadline for the submission of quotations** is **08 February 2023 at 11:00 CAT.**