

**REQUEST FOR A PROPOSAL FOR THE EASTERN CAPE GAMBLING BOARD TO PARTNER WITH
A SIGNATURE OR ICONIC EVENT OR EVENTS IN THE EASTERN CAPE PROVINCE**

1. INTRODUCTION AND BACKGROUND

- 1.1 The Eastern Cape Gambling Board is a statutory body established by the Eastern Cape Gambling and Betting Act, 1997 (Act No.5 of 1997) (as amended) (the Act).
- 1.2 The mandate of the Board is to regulate all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licences, exclusion of problem gamblers and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.
- 1.3 Moreover, the Board has a mandate to provide awareness and education on responsible gambling and dangers associated with excessive and irresponsible gambling.
- 1.4 In implementing the above mandate, the Board ensures that it uses various platforms to:
 - 1.4.1 communicate and profile messages of responsible gambling as a measure to minimise harmful effects of excessive and irresponsible gambling
 - 1.4.2 create awareness to different Living Standard Measurement groups (LSM) in the Province regarding excessive and irresponsible gambling.
 - 1.4.3 provide information to punters and general public about available support when one is experiencing problem gambling.
- 1.5 One of the strategies of the ECGB is to utilise existing platforms in order to communicate, present and profile messages of responsible gambling with an intention to minimise harmful effects of excessive and irresponsible gambling by the citizenry of the Province.
- 1.6 The Board has for 2022/23 financial year taken a decision to partner with credible marketing, events management, and communications companies that hosts Signature or Iconic **Events in the Eastern Cape** to serve as a platform to communicate messages of responsible gambling and minimisation of harmful effects as a result of excessive and irresponsible gambling practices.
- 1.7 The ECGB is therefore inviting potential proposals to partner and provide the ECGB with a Signature Event Platforms to profile and communicate its responsible gambling and public education awareness campaigns during the 2022/2023 financial year.
- 1.8 **The event or events must take place in the Eastern Cape between the Months of October and December 2022, especially in areas where there is a gambling footprint.**
- 1.7 A projected number of 650 000 persons should be reached through the planned and hosted event or events and be independently reported to the ECGB.

2. DELIVERABLES AND TARGETS

- 2.1 In order to realise the objectives of the Board in communicating messages of responsible gambling and awareness of illegal gambling operations, credible marketing, events management, and communications companies are invited to submit proposals to the ECGB that will entail the following deliverables:-
 - 2.1.1 The events should attract local and national visitors to the province. These are the number of anticipated participants, spectators, audience members and others who will travel to the host location specifically for the event.

- 2.1.2 Presentation to the ECGB the nature of event or events to be hosted that the ECGB will partner with, including any potential risks that may be anticipated and how those risks will be mitigated.
- 2.1.3 The event or events that the ECGB will consider partnering with, will be between the Months of October and December 2022.
- 2.1.4 The event or events that the ECGB will partner with shall also entail the utilisation of the following platforms to profile clear messages of responsible gambling and awareness of illegal gambling activities:-
 - 2.1.4.1 Electronic Media Platforms in the form of TV broadcast both national and provincial platforms.
 - 2.1.4.2 Print Media Platforms, especially popular newspaper companies that distribute newspaper on daily basis in the Province.
 - 2.1.4.3 Social Media Platforms including Facebook Pages of ECGB.
- 2.1.5 Provincial Signature Events to be utilised and accessed by the ECGB must ensure that adequate signage and branding for the duration of the event with messages of responsible gambling is utilised which are meant to:
 - 2.1.5.1 *inform, empower, and enhance understanding of problem gambling and excessive gambling and how to deal with this phenomenon and maintain the productivity and healthy functioning of an individual in different settings, whether at home, workplace, or community environments.*
 - 2.1.5.2 *highlight the referral and support services that is available when problem gambling is identified including resolving personal concerns, health, family, financial, alcohol, drug, emotional, stress, or other personal issues that may affect individual behaviour.*
- 2.1.6 Facilitate and ensure that all necessary logistics regarding:
 - 2.1.6.1 invitation of stakeholders, guests, and strategic partners of the ECGB is planned in advance and communicated accordingly.
 - 2.1.6.2 A hospitality package for VIP tickets are made available to the ECGB in advance.
 - 2.1.6.3 Safety and security services, first aid medical services and all necessary logistics for a successful event be made available during the event or events that the ECGB will partner with between the Months of October and December 2022.
- 2.1.7 A comprehensive financial and management costed project plan to be incurred by the ECGB regarding the utilisation of the Signature Event Platform must be submitted accordingly.
- 2.2 Potential Bidders are therefore requested to indicate pricing for the event in terms of a partnership to profile and communicate its responsible gambling and public education awareness campaigns including illegal gambling, based on a contract value of or less than **R750 000, seven hundred and fifty thousand rands only.**

3. EVALUATION CRITERIA

The following are key criteria that will be used in appointing the successful service provider:

- a) **THRESHOLD:** Bids will be evaluated on the 80/20 principle as prescribed in the Preferential Procurement Policy Framework Act 5 of 2011. (Preferential Procurement Regulations of 2017)
- b) Bids will be considered and evaluated in a two staged approach.

- c) During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for B-BBEE Status Level of Contribution.
- d) Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- e) Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price, which must also include their B-BBEE status level of contribution.
- f) Only bidders who meet the minimum of 75 points on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

STAGE ONE: FUNCTIONALITY

The following criteria will be utilized to assess the suitability of events

Assessment Criteria	Points
A. Reaching Potential Audiences (i) The bidder is expected to submit a detailed report on the number of persons or people that were reached for its most recently held event, and how those persons were reached (in other words all platforms that were utilized to reach such persons) = 30 points (ii) The historical report to be submitted must be an objective and independent report. = 10 points	40
B. Profiling of Messages of Responsible Gambling in different Platforms. The bidder is expected to indicate the number of persons to be reached utilizing the following:- (i) Minimum of three Organized Interviews for the ECGB to speak and profile messages of responsible gambling prior and during the Event = 5 points	10
C. Bidders' experience on organizing, planning, and hosting a Signature /Iconic Event . <ul style="list-style-type: none"> ▪ 5 or more Events =40 points ▪ 4 or more Events =30 points ▪ 3 or more Events =20 points ▪ 2 or more Events = 10 points ▪ 1 or more Events = 5 points <i>Bidders are required to submit the completed and signed template of references (attached hereto as Annexure B) with contactable numbers in order to score points.</i>	40
D. Location of bidder's office <ul style="list-style-type: none"> • 10 points for technical office situated in the Eastern Cape Province. <i>Proof of address required (e.g., Title deed, Valid Lease agreement, Municipal account) Failure to submit the required proof of address will result in no points allocated</i>	10
TOTAL	100

STAGE TWO: PREFERENTIAL POINTS SYSTEM

- a) Price and B-BBEE Status points will be calculated as described in the Preferential Procurement Regulation 2017. SBD 6.1 Form must be completed to claim B-BBEE Status level of the bidder.
- b) An original or original certified copy of BEE certificate/An original or certified copy of sworn affidavit (if applicable) is required in order to qualify for preference points. If a copy of BEE certificate or Sworn Affidavit is not originally certified no points will be scored.

Table 2: Points available per criteria in Stage 2

CRITERIA		POINT SYSTEM
Price		80
B-BBEE		20
B-BBEE Contribution Level		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
Total		100

4. IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- 4.1 The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- 4.2 The Eastern Cape Gambling Board does not bind itself to accept the proposal with the lowest price.
- 4.3 The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- 4.4 The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- 4.5 Proposals submitted by electronic transmission or faxed will not be accepted.
- 4.6 All proposals submitted shall become the property of ECGB and shall not be returned.
- 4.7 CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- 4.8 Bidders are required to complete, sign, and submit all SBD forms/bid documents. If the bidder does not meet this requirement, it will be automatically disqualified
- 4.9 Prospective bidders are required to attend a compulsory briefing on the _____ from 10h00 am at the offices of the Eastern Cape Gambling Board, Quenera Park, Beacon Bay, East London.
- 4.10 Attendants/ prospective bidders have to sign the attendance register which shall be made available to all.
- 4.11 Proposals received after the specified time and date i.e., _____ at 11h00 am will NOT be considered and accepted.
- 4.12 No services shall be rendered, or goods delivered before an official letter of award has been issued.
- 4.13 The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- 4.14 Service providers shall not qualify their proposals with their own conditions.
- 4.15 The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal must be included in the bid document submitted.
- 4.16 A service level agreement shall be signed with the successful service provider.

- 4.17 The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- 4.18 The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the requirements of the request for proposal specification shall be considered during the adjudication process.
- 4.19 Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.

5. PRICING

Price must be in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements as listed in their pricing schedule attached as Annexure A (no hidden costs/ unknown costs will be accepted). Price will be evaluated based on 80 points and applicable formula of calculating points.

6. WHERE TO SEND THE PROPOSAL

Please send your original proposal and a copy saved on USB/flash disk to:
Signature Event in the Eastern Cape Province
Eastern Cape Gambling Board
Quenera Park, Quenera Drive
Beacon Bay
East London
5206

7. CONTACT DETAILS

Enquiries concerning SCM and completion of SBD forms:

Name: Ms. Thandi Malotana
E-mail: thandazwam@ecgb.org.za
Tel no.: 043 - 702 8307

Enquiries concerning Terms of reference:

Name: Mrs. Pumeza George
E-mail: pumezag@ecgb.org.za
Tel no.: 043 - 702 8305

Terms of Reference Prepared by:



Mrs. PP George: Communication and Marketing Specialist:
DATE: 30 / 08 / 2022

Terms of Reference

Recommended

/

~~Not Recommended~~



L. TSHOKO (MR.) MANAGER: SMS
DATE: 30 AUGUST 2022

**REQUEST FOR A PROPOSAL FOR THE EASTERN CAPE GAMBLING BOARD TO
PARTNER WITH A SIGNATURE OR ICONIC EVENT OR EVENTS IN THE EASTERN
CAPE PROVINCE**

Terms of Reference

Approved

/

~~Not~~ Approved



MR. S. MHLAULI, ACTING CFO
DATE: 31 / 08 / 2022

ANNEXURE A

PRICING SCHEDULE GUIDE:

ACTIVITY /METHODOLOGY	COST
Print Media	
Electronic Media	
Social Media Platforms	
Visible Messages	
TOTAL COST	

ANNEXURE B

- The respondent / tenderer must complete part A of this form separately for each reference submitted.
- The respondent / tenderer must forward Part B of this form for completion and signing to be completed by the referee, then bind the signed and completed Annexure A form with the tender submission.
- It is required that the referee to include their signature & company stamp in the space provided for these.
- It is required that the referee include their contact details to enable verification of the reference. The ECGB will not give scores for incomplete forms.
- The referee to please provide a score (0 - for poor services received, 3 - for satisfactory services received, 5- for good services received)

PART A – To be completed by respondent / tenderer for RFQ submission

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

Annexure B – Continued

PART B – To be completed by referee

Client / Referee Name:.....

Please verify that the information provided by the respondent in Part A is correct.	<input type="checkbox"/> No <input type="checkbox"/> Yes	Comments		
Comment alongside if necessary:				
Please indicate and rate whether the respondent has performed the attributes/tasks listed below.	Has the service been rendered (Yes / No)	Poor 1	Average 3	Good 5
Did the service provider implement their last project successfully?				
Was the solution delivered in the required time frame?				
Was conformance to a project management standard adhered to?				
Was the skill competency of the team relevant and adequate to deliver on the solution?				
Were all meetings schedules adhered to?				
Were you satisfied with the technical support provided during the project?				

Referee name:.....

Designation:.....

Date:

Tel:

Cell:

.....

Client / Referee signature

Company Stamp: