

REQUEST FOR INFORMATION

RFI NUMBER: RFI07/2025-2026

REQUEST FOR INFORMATION ON ONLINE REGISTRATION PLATFORM FOR THE BRICS CONFERENCE

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Request for Information for the online registration platform for the BRICS conference.

Issue date: 01 JULY 2025

Closing Date: 08 JULY 2025 11:00AM

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER: RFI07/2025-2026

RFI TITLE: REQUEST FOR INFORMATION FOR THE ONLINE REGISTRATION PLATFORM FOR THE BRICS CONFERENCE

EXPECTED TIMEFRAMES

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	01 JULY 2025
RFI Available from	01 JULY 2025
Compulsory Briefing Session Date & Time	N/A
RFI Closing Date and Time	08 JULY 2025 AT 11:00AM
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit. Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1 Proof of registration on CSD report (Central Supplier Database)
- 1.2 Company Profile
- 1.3 Client List where the services were provided

2. DEFINITIONS

- 2.1 **“RFI”** - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 **“RFI response”** - a written response in a prescribed form in response to an RFI.
- 2.3 **“Respondent”** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

- 3.1 All information related to this request for information both during and after completion is to be treated with strict confidence.
- 3.2 Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.
- 3.3 The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI.
- 3.4 Respondents must ensure that access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential.
- 3.5 This bid remains at all times the property of the Competition Commission of South Africa (CCSA).
- 3.6 No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person:

Name: _____

Telephone: _____

Mobile: _____

Fax: _____

E-mail address: _____

4. THE MANNER OF SUBMISSION OF THE RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one **emailed submission** including relevant supporting documents.
- 4.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

5. BACKGROUND

- 5.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act).
- 5.2 It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court.
- 5.3 The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 5.4 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.

6. SITUATION ANALYSIS

- 6.1 The BRICS international Competition Conference will be held in Cape Town- Century City from 9-12 September 2025. Therefore, CCSA calls for suitably qualified suppliers to provide information regarding the online registration platform for the BRICS conference.

7. SCOPE OF WORK

- 7.1 Online Registration Page Advanced
- 7.2 Design of electronic invitation - CLIENT WILL PROVIDE ARTWORK
- 7.3 HTML conversion
- 7.4 Electronic Mailer Distribution
- 7.5 Software Client Login
- 7.6 Reports - Weekly finance reports
- 7.7 Finance Admin p/h shared resource
- 7.8 Design Name Badge
- 7.9 Name Badge (Double Sided, size: 95mm x 154mm) x400
- 7.10 Pouches (Reg) x400 (size: 95mm x 154mm)
- 7.11 Equipment Hire (Laptops, printers, preview monitors)
- 7.12 Technician for set up
- 7.13 Reg manager (8x5 days)
- 7.14 Mobile App
- 7.15 Crew x4 - day 1_8 hours
- 7.16 Crew x4 - day 2 for 8 hours
- 7.17 Crew x2 - day 3-5 hours
- 7.18 Delivery and Collection of Equipment
- 7.19 Travel Costs – (BRICS will be held in Cape Town)

8. TIMEFRAMES

Once-Off

9. ESTIMATE COSTING

Product Offering	Estimate Cost
Online Registration Page Advanced	
Design of electronic invitation - CLIENT WILL PROVIDE ARTWORK	
HTML conversion	
Electronic Mailer Distribution	
Software Client Login	
Reports - Weekly finance reports	
Finance Admin p/h shared resource	
Design Name Badge	
Name Badge (Double Sided, size: 95mm x 154mm) x400	
Pouches (Reg) x400 (size: 95mm x 154mm)	
Equipment Hire (Laptops, printers, preview monitors)	
Technician for set up	
Reg manager (8x5 days)	
Mobile App	
Crew x4 - day 1_8 hours	
Crew x4 - day 2 for 8 hours	
Crew x2 - day 3-5 hours	
Delivery and Collection of Equipment	
Travel Costs – (BRICS will be held in Cape Town)	
VAT	
Total Cost	

10. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENT

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT