



SCOPE OF WORK:

**PROVISION OF EVENT MANAGEMENT SERVICES FOR THE TRANSNET NATIONAL PORTS
AUTHORITY BURSARY ACTIVATION CAMPAIGN**

1. Background

Transnet National Ports Authority (TNPA) is a government corporation of South Africa and a subsidiary of Transnet, responsible for managing and governing eight (8) of South Africa's major seaports.

Each year TNPA offers bursaries to deserving matriculants. In 2023, TNPA is targeting rural schools to conduct a bursary activation campaign.

TNPA seeks to use the Bursary Activation Campaign to inform and educate learners about bursary opportunities available within the organization. As a result, TNPA will be visiting several rural schools in the former Transkei areas on the dates of 24 & 25 April 2023.

2. Scope of Work

The scope of work entails details of the event management services required to ensure success in the planning and execution of the Bursary Activation Campaign event. An event company is to be appointed to organise the event together with the TNPA Corporate Affairs Team.

2.1. Timeframes

- The Bursary Activation Campaign will be taking place on the **24 and 25 April 2023**. The table below indicates the targeted schools, the number of students in each school, the area where the schools are located and TNPA's Project Manager:

Date	Area	Number of Learners
24 April 2023	Bizana (OR Tambo regional hospital Hall)	600
25 April 2023	Umtata City Hall	600
	TOTAL	1200

2.2. Deliverables

The service provider will be required to provide the following:

2.2.1. Food

Breakfast packages must include the following:

1 x Sandwich per person= (2 slices of bread, cheese, polony, butter, tomato)

Banana fruit

330ml juice

Packaging – Please put each in a brown paper bag.

The lunch packages must include the following:

Ponchos

¼ leg fried chicken

Flavour – mild

A meal must include a roll (x1)

Small fried potato chips

Packaging – Please put each in a brown paper bag.

2.2.2. Beverages

- 1 x 330ml soft drink per person
- 1 X 500ml still bottled water per person

2.2.3. Public Address (PA) System for a live event

This includes but is not limited to:

- Audio-Visual (AV) equipment
- 4 x Speakers

- 2 x screens (size of the screens: 6 by 10 inches which is equivalent to 1.8 metres by 3 metres) with a projector
- 3 x microphones stationed around the venue
- 1 x podium
- 1 x mic stand
- Clicker
- Generator for uninterrupted power supply
- Wireless Network (WIFI) Routers x 2
- Selfie Stick

The events company must provide transport and accommodation for the AV/Sound Crew i.e., Sound Technician and AV Technician.

2.2.4. Photographer and Videographer

The following resources will be required:

- 1 x Photographer
- 3 x Videographer

Photographer to send a link after the event containing all the photographs taken at the event. Photos and videos must be of high professional quality.

2.2.5. Career Brochures

The service provider is expected to:

- Print 2000 copies of the TNPA career brochure. The career brochure shall be printed in full colour, Size A5, Paper type: 160gsm Matt Finish: perfect bound. The printed copies shall be packed in quantities of 150 copies in one box.
- Deliver the brochures to TNPA Head Office, eMendi Building Port of Ngqura, Gqeberha within 72 hours prior to the event.
- Layout of content, editing, and content creation will be provided by TNPA
- Submit the first sample print before the final purchase.

3. Technical Criteria

Bidders will be evaluated out of 100 points for functionality. Bidders must demonstrate competence, and extensive knowledge, and provide a company profile.

Requirements	Type of Proof to be submitted	Scoring Criteria	Weighting
1. Company Experience			20
The bidder must provide a company profile, demonstrating at least 10 years of experience in event and project management.	<ul style="list-style-type: none"> Company profile indicating years of experience in event and project management 	<ul style="list-style-type: none"> 3 = The bidder has submitted a company profile indicating experience of 10 years and above 2 = The bidder has submitted a company profile indicating experience of 8-9 years 1 = The bidder has submitted a company profile indicating experience of 6-7 years 0 = The bidder has submitted a company profile indicating less than 5 of year's experience 	
2. Portfolio of Evidence			20
The bidder must submit a portfolio of evidence which demonstrates	<ul style="list-style-type: none"> Portfolio of Evidence 	<ul style="list-style-type: none"> 3 = POE demonstrates the 	

<p>the bidder's ability to successfully plan and manage a corporate event with no less than 80 guests. The portfolio of evidence must include the brief provided by the client and demonstrate the bidder's execution of the brief. The portfolio of evidence must include at least the following elements:</p> <ul style="list-style-type: none"> • Photography execution in accordance with the brief. • Event management components such as stage set up, technical AV management and overall event management. 		<p>bidder's ability to deliver the client brief and perform beyond the client's expectations (I.e., POE demonstrates the bidders' service delivery, creativity and event execution beyond the minimum criteria listed).</p> <ul style="list-style-type: none"> • 2 = POE demonstrates the bidder's ability to deliver the client brief in accordance with the minimum criteria listed. • 1 = POE does not demonstrate execution of all the criteria listed and shows a lack of planning and execution capability and/or creativity of the bidder. • 0 = No POE submitted 	
3. Track Record			20
<p>The bidder must demonstrate a strong track record of client satisfaction by submitting a minimum of 4 client reference</p>	<ul style="list-style-type: none"> • Client Reference Letters 	<ul style="list-style-type: none"> • 3 = The bidder submitted 4 or more reference letters 	

<p>letters indicating the client's satisfaction with services rendered in the past 5 years.</p> <p>Reference letters must meet the below requirements:</p> <ul style="list-style-type: none"> • Reference letters must not be older than 5 years. • Client (I.e., company name) and client key contact person must be specified on the letter along with key contact person contact details (email address and contact number). • Indication of satisfactory services rendered. • The reference letter must be on the client's letterhead 		<p>complying with set requirements</p> <ul style="list-style-type: none"> • 2 = The bidder submitted 2 - 3 reference letters complying with set requirements • 1 = The bidder submitted 1 reference letter complying with the set requirements • 0 = No reference letters provided, or reference letters provided do not comply with minimum set requirements 	
4. Experience in Event Planning and Coordination Team			20
<p>The bidder must demonstrate the capability and experience of the event planning and coordination team by providing a resource matrix that indicates the following:</p> <ul style="list-style-type: none"> • Team make-up (i.e., Names and roles of the project team). • Indication of years of experience of the project team in event planning, management, and coordination. 	<ul style="list-style-type: none"> • Resource Matrix 	<ul style="list-style-type: none"> • 3 = The event and coordination team have a collective experience of 5 years or more in event planning and coordination • 2 = The event and coordination team have a collective experience of 4 - 5 years in event 	

<p>The bidder must provide the information in the form of a table or resource matrix.</p>		<p>planning and coordination</p> <ul style="list-style-type: none"> • 1 = The event and coordination team have a collective experience of 3 - 4 years in event planning and coordination • 0 = The event and coordination team have less than 3 years collective experience in event planning and coordination 	
<p>5. Experience as Key Account Manager/Project Lead</p>			<p>20</p>
<p>The bidder must demonstrate that the Key Account Manager or Project Lead has a minimum of 5 years of experience in corporate event planning and coordination. A detailed Curriculum Vitae must be provided.</p>	<ul style="list-style-type: none"> • CV of Key Account Manager/Project Lead 	<ul style="list-style-type: none"> • 3 = The proposed key account manager has more than 5 years experience in corporate event planning & coordination • 2 = The proposed key account manager has 4 years' experience in corporate event planning & coordination • 1 = The proposed key account manager has 2 – 3 years' experience in 	

		<p>corporate event planning & coordination</p> <ul style="list-style-type: none"> • 0 = The proposed key account manager has less than 2 years' experience in corporate event planning & coordination or the experience is irrelevant 	
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