



Road Traffic Management Corporation

**APPOINTMENT OF TWO SERVICE
PROVIDERS FOR THE PROVISION OF
EVENTS MANAGEMENT SERVICES TO THE
RTMC**

RTMC BID NO: 05/2022/23

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary of RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **06 October 2022**.

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude SBD 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the Bidder 's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Should the successful bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful bidder and the RTMC and the successful bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. **Instructions on submission of Bids**

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes - **Not applicable**

5.2 All envelopes to be sealed and endorsed, **RTMC BID 05/2022/23: Appointment of two service providers for the provision of events management services to the RTMC for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than **11:00am on 12 October 2022.**

5.4 Compulsory Briefing session: Online/Virtual

5.4.1 The online/Virtual compulsory briefing session will be held on **29 September 2022** at **10:00am**.

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to bidadmin@rtmc.co.za by not later than **27 September 2022 at 14:00** in order to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.10 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.

6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 Bidders should note that should its Bid be accepted, and should the Bidder be unwilling or unable to commence the Services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have

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6.5.1 to terminate the contract; or

6.5.2 claim specific performance from the successful bidder;

and claim damages from the successful bidder.

6.6 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

7.7.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;

7.7.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and

7.7.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

8.1 The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.

8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. SPECIAL INSTRUCTIONS TO BIDDERS

- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.4** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.6** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.
- 9.7**

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

The purpose of this bid is to appoint two service providers for the provision of the events management services to the RTMC for a period of three (3) years.

2. BACKGROUND

2.1 The RTMC intends to appoint events management companies with relevant background, knowledge and a proven track record in providing events management services.

2.2 The service providers will be expected to conduct logistical arrangements for certain events on behalf of the RTMC. The scope is extended to executing and managing road shows, community outreach programmes and other identified public relations activations on behalf of or in partnership with the RTMC.

2.3 The Corporation seeks to host well-coordinated activities and events in partnership with other relevant stakeholders or as a sole host. Events will range from launches, conferences, roundtables, exhibitions, community outreach and mobilisation amongst others.

2.4 The Corporation seeks to reach as many people as possible and to conduct community engagements and in other instances workshops; this require the RTMC to conduct activations that will assist in reaching a mass audience through events.

2.5 It is against this background that the RTMC would like to appoint an events management service providers to the RTMC for a period of three (3) years.

3. SCOPE OF WORK AND DETAILED SPECIFICATIONS

3.1 SCOPE OF WORK

3.1.1 RTMC is soliciting services of service providers that will offer event management services in support of the RTMC events and activities, including outreach activities, exhibitions, briefings and mass audience events amongst others to position and promote RTMC brand.

3.1.2 It is the responsibility of the successful service provider/s to gain in-depth understanding of the RTMC, its brand, corporate identity, mandate, service offerings and the target audience dynamics.

3.2 DETAILED SPECIFICATIONS

3.2.1 Develop overall strategies and plans for event management, media briefings, conferences, outreach programmes and exhibitions amongst others.

3.2.2 Coordinate events according to a brief provided by RTMC.

3.2.3 Provide and coordinate full logistical arrangements, event and outreach management:

- Procure event material.
- To work in all the provinces.
- Coordinate pre and post event activities necessary for the projects.
- Community mobilisation on behalf of the RTMC.
- Event risk management and advice on probable solution.
- Provide manpower and resources to execute the duties.
- Oversee hospitality and provide required resources.

3.2.4 Key events may include but not limited to flagship and other events RTMC may be involved in:

- Road Safety Education activities.
 - Law Enforcement Management.
 - Traffic Training Academy activities.
 - Human Capital and Employee Relations activities
 - Press Conferences
 - Event Launches
 - National Transport Events
 - Corporate Events and Conferences.
 - Exhibitions and Trade Shows.
 - Strategic Planning Sessions and Team Building events
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- The above may include other events that the Corporation may deem important to participate in. the format may be both outdoor and indoor events.
 - The appointed service provider/s will be given a thorough brief for each specific event.
 - Activations may be on a continuous basis in support of the 365 days road safety programmes and some events may require pre and post event activations.
 - The RTMC events and activities are aimed at:
 - Promoting RTMC and its service offering.
 - Community upliftment.
 - Raising awareness and mobilising on related functional areas.

- Community engagements.
- Promoting road safety.
- Commemorating certain milestones through events.
- Events are aimed at reaching the following target audience/s amongst others:
 - All road users {drivers and pedestrians}.
 - Taxi associations.
 - Non-Profit Organisations (NPO).
 - Community Based Organisations (CBO).
 - Insurance Companies.
 - Public Sector.
 - Private Sector.
 - Vehicle Rental Organisation.
 - Fuel Industry.
 - Public Transport business sector.
 - Youth structures and more.

- 3.2.5 Develop project plans (including, branding, safety, security), running orders, checklists for events, outreaches, and exhibitions.
- 3.2.6 Assist in managing the events, outreaches and exhibitions including but not limited to attending planning meetings nationally and management of RSVPs.
- 3.2.7 The successful agency must provide proof of previous lead experience of hosting large events e.g., a government Imbizo for a minimum of 2 500 people in rural and 3 000 in urban communities nationally.
- 3.2.8 Design, print and distribute the following for events, outreaches and exhibitions: invitations, programmes, leaflets.
- 3.2.9 For the purpose of understanding the requirements of this proposal note that at least a minimum of 10 exhibitions, 10 outreaches (activations), press briefings (some will be attended by the Minister and other dignitaries), and 20 smaller events are normally participated in/hosted annually and at least 1 large event. Some of these events occur simultaneously in different provinces.
- 3.2.10 Produce exhibition material at stipulated deadlines throughout the contract period including the design, procurement and installation of custom-built exhibitions in consultation with RTMC's project owners.
- 3.2.11 For all events, a full logistic and procurement service is required, including but not limited to hiring of venue, seating, flooring, marquee, catering, transport, décor, ablution, technical requirements, marshals, security, set up, strike down and clearing among others.

- 3.2.12 Ensure that all Joint Operations Centre (JOC) requirements are adhered to, and the necessary documentation filled in and signed off such as the engineers' certificate for the marquee and to involve other government departments and institutions where joint planning is done; health certificate for catering; occupational health and safety standard; approval certificate to host the event among others.
- 3.2.13 Second tier procurement of items is to be done via the community where the event is taking place or within a province where feasible.
- 3.2.14 A sub-contracting plan will be required. The plan must as a minimum contain the following:
- All road users.
 - Region to be targeted.
 - Percentage of work to be subcontracted.
 - Type of work to be subcontracted.
- 3.2.15 Required to work countrywide.
- 3.2.16 Provide joint secretariat, event team, photographic and video graphic services at events, outreaches/activations, and exhibitions with the RTMC dedicated department/s.
- 3.2.17 Procure the services and/or hire and train temporary staff for events/activations/outreach purposes from within the communities that the activity is being hosted (depending on the project) for RTMC's approval. For the purposes of understanding the requirements of this proposal these staff may be required to hand out material and engage communities, jointly with relevant RTMC Units; and road users at toll plazas, service stations, learning institutions, taxi ranks, entertainment establishments, faith-based organisations amongst others.
- 3.2.18 All campaigns must be monitored and evaluated prior, during and after implementation. The plans must be adjusted where required.
- 3.2.19 Procure goods and services for outreach programmes (as defined and needed by the employer).
- 3.2.20 Procure goods and services for events, exhibitions, government initiatives and any other targeted programmes (as defined and needed by the Employer)

4. OBJECTIVES:

- 4.1 The Road Traffic Management Corporation's (RTMC) objective is to host and execute various events and activations that will assist in executing the mandate of the Corporation.
- 4.2 Specific events will be aimed at promoting and fulfilling the RTMC's objectives and mandate.
- 4.3 All executed events must be goal driven and oriented.
- 4.4 All events to be handled and executed effectively and efficiently.

4.5 The Events' target perspective is captured below:

Target Perspective	Meaning
Consultative	Consulting stakeholder
Persuasive	To persuade certain behaviour/decision
Awareness	Raise consciousness
Commemorative	Commemorate certain individuals/events
Competitive	Educational competitions
Informative	To inform a niche target audience
Educational	To educate the audience

4.6 The overall RTMC goals are:

- 4.6.1 To provide solutions to road safety challenges that are facing South Africans.
- 4.6.2 To keep the RTMC informed of all road safety related issues.
- 4.6.3 To have continuous engagements with all affected parties & stakeholders.
- 4.6.4 To promote and influence positive road user behaviour.

5. STRATEGIC INTENT:

- 5.1.1 RTMC hosts several events, and it has become apparent that a service provider is appointed to handle and host events of a varied target audience and locations.
- 5.1.2 The key challenges that are currently experienced:
 - 5.1.2.1 Lack of personnel to activate all provinces.
 - 5.1.2.2 Inadequate National footprint.
 - 5.1.2.3 Insufficient community engagements.
 - 5.1.2.4 Impromptu events.

6. ROLES AND RESPONSIBILITIES:

6.1 The service provider will be expected to:

- 6.1.1 Develop overall strategies and plans for events management, outreach programmes and exhibitions. Work in conjunction with other RTMC appointed service providers to ensure synergy in strategies and plans
- 6.1.2 Develop project plans (including safety and security) running orders, checklists for events, outreach programmes and exhibitions.

- 6.1.3 Assist in managing the events, outreaches and exhibitions including but not limited to attending planning meetings nationally and management of RSVPs.
- 6.1.4 Coordinate events according to a brief provided by RTMC, the events must achieve the objectives of RTMC.
- 6.1.5 Coordinate all logistical arrangements of the event in consultation with RTMC, e.g. concept, décor, catering, audio visuals, venue hire, promotional material etc.
- 6.1.6 Coordinate pre and post event activities necessary for the projects.
- 6.1.7 Community mobilization on behalf of the RTMC.
- 6.1.8 Event risk management and provision of solution
- 6.1.9 Provide manpower and resources to execute the duties.
- 6.1.10 Oversee hospitality and provide required resources.
- 6.1.11 Identify suitable and relevant venues for activations in consultation with RTMC project sponsor.
- 6.1.12 RTMC will provide brief and deliverables for each project and a quotation will be requested followed by an official order/commitment letter signed by authorized official before a service could be rendered.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements, will lead to bidders being disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit bid document as follows:
 - one original,
 - one hard copy
- PDF soft copy in a clearly marked/ labelled memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original).
- All standard bidding documents must be duly completed and signed by authorised person. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory Briefing Session Certificate

(b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 – Functionality Evaluation

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **70 points**.

NB: Bidders will be required to score a minimum of **50 points** in order to qualify for step 2.

- Step 2 will be on presentation which consist of **30 points**.

NB: Bidders will be required to score a minimum of **20 points**

Bidders will be required to score a minimum of **70 points** in order to qualify for a stage 4

- (d) **Stage 4 – Price and Preference Points Evaluation** Bidders will be evaluated on either/or 90/10 or 80/20 Preference Point System (i.e. 90/80 points on Price and 10/20 points on B-BBEE).

NB: This stage will be applicable once panel is in place

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)	Reference Page
ENVELOPE ONE (1)		
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick		
Compulsory Briefing Session Certificate		
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)		
SBD1: Invitation to bid and company information		
SBD4: Declaration of interest		
ENVELOPE TWO (2) – PRICING SCHEDULE – NOT APPLICABLE		

NB: Failure to comply with the above requirements will lead to a disqualification of the bid.

1.2 STAGE 2 – MANDATORY REQUIREMENTS

NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

Item	Description	Comply Yes/No
1.	<p>Registration with recognized professional body/association</p> <p>Bidder must be registered with the relevant professional body/association recognized by the industry/sector, i.e., South African Association for the Conference Industry (SAACI) and/or Exhibition Association of Southern Africa (EXSA) or any relevant association recognized by the industry.</p> <p>Compliance Requirement</p> <p>A valid membership certificate upon submission of the bid.</p>	

NB: Only bidders who qualifies for stage 3 (Price and BBBEE); their certificates of membership and/or qualification registrations will be verified by the Bid Evaluation Committee.

Failure to comply with the above requirements will lead to a disqualification of the bid.

1.3 STAGE 3 - FUNCTIONALITY CRITERIA



NB: FUNCTIONAL EVALUATION WILL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – PRESENTATION

STEP 1

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
A. EVENT MANAGEMENT SOLUTION AND METHODOLOGY	15
<p>A1 Event Registration Management Tool</p> <p>The bidder must provide or have access to an event registration management tool with the following capabilities:</p> <p>A1.1 Technical solution of the tool that outlines the ability/ functionality of the registration. = 5 points</p> <p>Compliance Requirements</p> <ul style="list-style-type: none">✓ The bidder must provide a detailed write up with schematic confirming system functionality <p>A1.2 The tool should be able to manage bookings of events with a minimum of 1500 attendees across the country. = 5 points</p> <p>Compliance Requirements</p> <ul style="list-style-type: none">✓ Proof of license or any form of accreditation to use the system from the OEM if not owning the system <p>A1.3 The tool should cover the following areas: = 5 points</p> <ul style="list-style-type: none">✓ Reporting✓ Tracking✓ Guest user profile and similar <p>Compliance Requirements</p> <ul style="list-style-type: none">✓ For reporting bidder to provide a system generated report✓ For tracking bidder to provide screenshot printouts or	

<p>✓ Proof of license or any form of accreditation to use the system from the OEM if not owning the system</p> <p>NB: Bidders are required to submit or attach supporting documents in order to apply</p>	
<p>B. KEY STAFF PROPOSED FOR THIS SERVICE (PROJECT TEAM)</p>	<p>20</p>
<p>The bidder to provide RTMC with highly skilled and qualified human resources. The bidder must provide a detailed CV of the key roles indicated below and provide details of the qualification, skills and experience in various key projects done in the past. The roles are mentioned below:</p> <p>(1) Project Team Lead that has overseen high profile projects / events.</p> <ul style="list-style-type: none"> • 5 years of experience or more = 10 points <p>(2) Events specialist = 5 points</p> <ul style="list-style-type: none"> • 5 years of experience or more = 5 points • 1 to 2 years of experience = 3 points <p>(3) Support staff (minimum of 5 staff members) = 5 points</p> <p>Bidders must attach supporting documentation to qualify for full points on the above. This must include Employment Contracts and certified qualifications along with the detailed CVs. Failure to do so will disqualify your response.</p> <p>NB:</p> <ul style="list-style-type: none"> • Bidders who are currently without permanent staff at their disposal must provide documentation from recruitment agency/agencies or relevant institutions. Information provided by the afore said should be in their official letterhead indicating names of individuals, qualifications along with detailed CVs which fully comply with the stated requirements • It is required that the bidder must have experience and knowledge in providing a professional event management service. The event must be for corporates/public entities and should be for high profile type of events (e.g. ministerial, corporate launches, conferences etc.) Therefore, CVs or any supporting document in relation to the above positions must be in accordance with the above the stated requirements. 	

C. CAPABILITY AND EXTENSIVE NETWORK	25
<p>The bidder must indicate their network capability by providing a list of services that are aligned with the scope of work of this bid. The bidder will be evaluated taking into account the following key elements:</p> <p>(a) Network/ national footprint</p> <ul style="list-style-type: none"> • Extent to which the bidder demonstrates a vast network/ national footprint i.e., ability to access third parties that will help to facilitate and coordinate events in Provinces where there is limited or non-existent footprint • Presence in 1 to 5 provinces = 15 points • Presence in all 9 provinces = 25 points <p>Compliance Requirements:</p> <ul style="list-style-type: none"> • In case of satellite office/ branch: bidder must provide lease agreement/ an affidavit confirming existence. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • In case of third-party arrangement: bidder must provide a confirmation letter or affidavit or agreement and company profile of the third party. (Third party must be a registered business) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Detailed company profile outlining all the events executed in different provinces with contact details of the project manager/event manager <p>The bidder must provide their response in a manner that demonstrates their extensive network and ability to source services in all provinces and within short timeframes.</p>	
D. FINANCIAL DUE DILIGENCE	10
<p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • Latest financial statements of the 2021/2022 financial year. If the financial year end has not passed at the time of the closure of the bid, the 2020/2021 financial year financials must be submitted. <p>The financial statement must be articulated as below:</p> <ul style="list-style-type: none"> •  Are the financials prepared on a going concern basis? Yes/No •  Does the bidder have a current ratio (current assets/current liabilities) 	

<p>of 2:1 or more? Yes/No</p> <p>✚ Does the bidder have a quick ratio (current assets less inventory/current liabilities) of 1:1 or more? Yes/No</p> <p>✚ Does the bidder have a cash ratio (cash and cash equivalents/current liabilities) of 1:1 or more? Yes/No</p> <p>OR</p> <ul style="list-style-type: none"> • A letter of commitment from a reputable financial service provider indicating commitment to fund the bidder should they be successful. <p>OR</p> <ul style="list-style-type: none"> • Bank guarantee letter/ overdraft facility to the transaction value of R 1 000 000.00 stating that the company will be able to execute/implement and manage the event or project. 	
STEP ONE SUB TOTAL	70

NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 50 POINTS IN ORDER TO QUALIFY FOR STEP 2.

STEP 2: PRESENTATIONS

Bidders who are shortlisted from step1 will be invited to make presentations and they are required to score a minimum of 20 points from step 2

A. PRESENTATION: KNOWLEDGE OF THE SUBJECT MATTER	30
<p>Approaches and methodology</p> <p>The presentation from the bidders must cover the underneath activities, but not limited to the following:</p> <ul style="list-style-type: none"> • Planning and Execution • Administrative processes • Governance and Compliance • Financial planning, billing/ handling • Monitoring, evaluation, and reporting 	

<p>1. Outline summary displaying extensive knowledge and experience in the provision of an event management services by highlighting the following capabilities: =10 points</p> <p>1.1 Capability 1 Bidder is expected to present years of operation and give an outline of types of events handled, challenges experienced and give examples of solutions provided. = 5 points</p> <p>1.2 Capability 2 Bidder to provide detailed information of the infrastructure of the company with regards to event logistics and equipment = 5 points</p> <p>2. Outline and give a high-level overview of a public sector event case study in one of the provinces for two thousand five hundred (2 500) rural community members carried out by your organization = 10 points</p> <p>Compliance Requirements</p> <p>2.1 Bidder to provide strategy, plan (including logistics, checklists, invites and programmes)</p> <p>2.2 Bidder to provide event details, roll out and evaluation of the event</p> <p>3. Outline and give a high-level overview of a public sector event case study in one of the provinces for three thousand (3 000) urban community members carried out by your organization = 10 points</p> <p>Compliance Requirements</p> <p>3.1 Bidder to provide strategy, plan (including logistics, checklists, invites and programmes)</p> <p>3.2 Bidder to provide event details, roll out and evaluation of the event</p>	
<p>STEP TWO SUB TOTAL</p>	<p>30</p>
<p>OVERALL TOTAL FOR FUNCTIONALITY</p>	<p>100</p>

Bidders will be required to make a presentation before the evaluation committee, however at least a minimum of **20 points** must be scored during the presentation.

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS FROM STEP 1 (MINIMUM OF 50 POINTS) AND STEP 2 (MINIMUM OF 20 POINTS) OF STAGE 3 IN ORDER TO QUALIFY FOR STAGE 4.

STAGE 4 – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

Bidder/s who qualify for this stage will be evaluated using the PPPFA and the one scoring highest points will be awarded bid

NB: This stage will be applicable once panel is in place

CRITERIA	MAXIMUM POINTS
Price	90/80
B-BBEE Rating	10/20
Grand Total	100

SECTION: 4

ANNEXURE AND

STANDARD BIDDING

DOCUMENTS

See the attached SBD forms

(All SBD forms must be

signed)

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

10. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
11. The bid prices shall be given in the units shown.
12. All prices shall be quoted in South African currency.