

NKANGALA ECONOMIC DEVELOPMENT AGENCY



**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS
MANAGEMENT SERVICES FOR ECONOMIC DEVELOPMENT AGENCY FOR A
PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED)**

SCOPE OF WORK

Part C3. SCOPE OF WORK

C3 Scope of work

ITEM	DESCRIPTION OF SERVICES	QTY
Stage	Outdoor 12x10x1m high from the ground stage with roof, 2x set of stairs, backdrop, safety railing and front stage draping	1
	Outdoor 10x8x1m high from the ground stage with roof, 2x set of stairs, backdrop, safety railing and front stage draping	1
	Indoor 8x6x0.5m high from the ground stage with roof, 2x set of stairs, backdrop, safety railing and front stage draping	1
	Indoor 6x4x0.5m high from the ground stage with roof, 2x set of stairs, backdrop, safety railing and front stage draping	1
	Indoor 4x4x0.5m high from the ground stage with roof, 2x set of stairs, backdrop, safety railing and front stage draping	1
	Indoor 2x4x0.5m high from the ground stage with roof, 1x set of stairs, backdrop, safety railing and front stage draping	1
Ramp	Disability ramp adjustable from 500mm- 1000m high from the ground with safety railing	
Podium	Wooden - measurements (800 x 500 x 1200)	1
	Perspex x C Curved 10mm - (700 x 400 x 1200)	1
	Wood and Perspex - measurements (800 x 600 x 1200)	1
Sound	Quality PA system to accommodates 250 people outdoor	1
	Quality PA system to accommodates 500 people outdoor	1
	Quality PA system (Line array setup) to accommodates 1000 people outdoor	1
	Quality PA system (Line array setup) to accommodates 2000 people outdoor	1
	Quality PA system (Line array setup) to accommodates 5000 people outdoor	1
	Quality PA system to accommodates 250 people indoor	1
	Quality PA system to accommodates 500 people indoor	1
	Quality PA system to accommodates 750 people indoor	1
	Quality PA system to accommodates 1000 people indoor	1
	Quality PA system (Line array setup) to accommodates 2000 people indoor	1
Backline Instruments/ Equipments	Live performance sound equipment/instrument (5 piece Drum set, Drum Mics, Bass Amp, Lead Amp, 5x DI Box, Piano/keyboard & Stand)	1
Live Band	Indoor (300-500) pax excl Live band	1
	Indoor (300-500) pax incl. Live band	1
	Indoor (501-1500) pax excl Live band	1
	Indoor (501-1500) pax incl. Live band	1
	Indoor (1501-3000) pax excl Live band	1
	Indoor (1501-3000) pax incl. Live band	1
	Outdoor (3000-5000) pax incl. Live band	1
Sound engineer	Qualified Sound engineer	1
Lighting Technician	Qualified Lighting Technician	1
Back stage lighting	10m x 5m designed back stage lighting	1
CD Jay and CD player	DJ and CDS back track	1
Stand up microphones	To back-up vocalists during performance	1
Cordless Microphones	Lead singers/program directors and speakers	1
Pick-up microphones	To back-up vocalists during performance	1

Lighting	To be set-up on stage and enhance visual effects	1
Smoke machine	Enhancing and beautifying the stage	1
Generator	Generator 9kva with all cables and distribution box per day	1
	Generator 20kva with all cables and distribution box per day	1
	Generator 50kva with all cables and distribution box per day	1
	Generator 100kva with all cables and distribution box per day	1
LCD/LED Screens (Monitors)	65cm LCD/LED screens on each side of the stage link and project performance	1
Daylight Screens	4mx3m Daily Screens	1
Drum	Drum riser 2mx2m	1
Drum booth/shield	Drum booth/shield (3-5 panel closure)	1
Projector	4000- 6000 lumens Projector with 3x2 projector screen	1
Videography	Recording the activities for the event: 2 x disc edited photographs, 2 x disc raw photos, 2 x raw footage, 2 x edited footage, 2 x USB (4Gigs) photos, 2 USB (4Gigs) Video, Photo album 200 photos	1
	Videography with live feed/live streaming per event (Own equipment and cables)	1
	Videography with recording	
Photograph Frames (Including picture)	Wood 40x50cm	1
	Wood 50x60cm	1
Photography	Photographer Service inclusive of camera equipment with 100 edited photo's (no printing)	1
	Photographer Service inclusive of camera equipment with printing of maximum 200 edited photos	1
Fire Extinguishers	1.0 KG Dry Chemical Powder Extinguisher (Height: 335mm; Diameter: 75mm; Mass Empty: 0.8 Kg; Mass full: 1.8Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/21B	1
	1.5 KG Dry Chemical Powder Extinguisher (Height: 325mm; Diameter: 102mm; Mass Empty: 1.3 Kg; Mass full: 2.8Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/34B	1
	2.5 KG Dry Chemical Powder Extinguisher (Height: 468mm; Diameter: 102mm; Mass Empty: 2.0 Kg; Mass full: 4.5Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/55B	1
	4.5 KG Dry Chemical Powder Extinguisher (Height: 435mm; Diameter: 179mm; Mass Empty: 3.3 Kg; Mass full: 7.8Kg, Discharge: >9sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/113B	1
	9 KG Dry Chemical Powder Extinguisher (Height: 545mm; Diameter: 178mm; Mass Empty: 4.2 Kg; Mass full: 13.2Kg, Discharge: >12sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/183B	1
VIP Tent	20m x 80m White/Clear Framed Marquee	1
	25m x 60m White/Clear Framed Marquee	1
	20m x 50m White/Clear Framed Marquee	1
	20m x 30m White/Clear Framed Marquee	1
	20m x 50m Peg & Pole Marquee	1
	20m x 30m Peg & Pole Marquee	1
	9m x 18m Tent	1
	7m x 12m Tent	1
	5m x 10m Tent	1
	Waterproofed Stretch Marquee (to accommodate 100 people)	1
	Waterproofed Stretch Marquee (to accommodate 150 people)	1
	Waterproofed Stretch Marquee (to accommodate 200 people)	1
	Waterproofed Stretch Marquee (to accommodate 300 people)	1
	Non-waterproof Stretch Tent (to accommodate 100 people)	1
	Non-waterproof Stretch Tent (to accommodate 200 people)	1
Tables	High rise bar Steel Tables	1
	Steel/Plastic rectangular table	1

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	Patio Gas Heater GHP14 Powder coated brushed silver finish Sturdy base 4 piece segmented hood Flame failure safety device with tilt cut-off switch Ships in one convenient carton Appliance, Regulator and hose – in accordance with SANS 1539, SANS 1237, SANS 1156 LPGSASA approved Uses 9kg Cylinder	1
Local Artist	Local Artist (Solo Gospel)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Local Artist (Group Performance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Local Artist (Solo Cultural/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Local Artist (Cultural Group/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Local Disc Jockey - Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
Provincial Artists	Provincial Artist (Solo Gospel)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Provincial Artist (Group Performance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Provincial Artist (Solo Cultural/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Provincial Artist (Cultural Group/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	Provincial Disc Jockey - Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
National Artists	National Artist (Solo Gospel)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	National Artist (Group/Band Performance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	National Artist (Solo Cultural/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	National Artist (Cultural Group/Pop, Jazz or Kwaito Dance)- Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
	National Disc Jockey - Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
International Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
Developmental Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
Motivational/ Guest Speaker	Local Motivational/ Guest Speaker- Rate per performance hourly	1
	Provincial Motivational/ Guest Speaker- Rate per performance hourly	1
	National Motivational/ Guest Speaker- Rate per performance hourly	1
Programme Director	Local Programme Director - Rate per performance hourly	1
	Provincial Programme Director - Rate per performance hourly	1
	National Programme Director - Rate per performance hourly	1
Spiritual Leader/Pastor	Spiritual Leader/Pastor - Rate per hour	1
Event Influencer	Local Event Influencer - Rate per performance hourly	1
	Provincial Event Influencer - Rate per performance hourly	1
	National Event Influencer - Rate per performance hourly	1

Social Media Influencer	Local Social Media Influencer - Rate per performance hourly	1
	Provincial Social Media Influencer - Rate per performance hourly	1
	National Social Media Influencer - Rate per performance hourly	1
Brand Ambassador	Brand Ambassador - Rate per hour	1
Janitor	Janitor - Rate per day	1
Campaign and Marketing	Campaign and Marketing - Mascot activator/operator- Rate per hour	1
Marshall	Marshall - Remuneration per marshall per hour	1
Podium	Glass/Perspex Podium with mic and stand	1
	Wood Podium with mic and stand	1
	Aluminium Truss Podium with mic and stand	1
Crowd Barrier	Crowd Barriers per meter	1
Stanchion Ropes	Stanchion Ropes per sets	1
Telepromoter	Telepromoter equipment with operator and monitor	1
Live Streaming	Rate per hour	1
Engineering Structural Certificate	Engineer Structural Certificate (after the stage structure has been erected)	1
	Engineer Structural Certificate (after the Marquee structure has been erected)	1

TECHNICAL SPECIFICATION FOR SOUND, STAGE, LIGHTING AND LIVE BAND

1. Indoor (300-500 pax excluding live band):
 - 4X Roving Mics - SM58/ Audio Technik
 - 1 X 32 Channel Digital Mixer - Sound Craft
 - 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
 - 4X Single Base Bins Powered - EV/JBL/HK
 - 4X Single Tops Powered - EV/JBL/HK
2. Indoor (300-500 pax including live band):
 - 4X Roving Mics - SM58/ Audio Technik
 - 1X 32 Channel Digital Mixer - Sound Craft
 - 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
 - 4X Single Base Bins Powered - EV/JBL/HK
 - 4X Single Tops Powered - EV/JBL/HK
 - 4X Monitor Speakers Powered - EV/JBL/HK
 - 5 Standard Piece Backline - AMPEK Base AMP + Drum + 2Xmotif Keyboard + Lead AMP
3. Indoor (501-1500 pax Excl Live Band):
 - 4X Roving Mics - SM58/ Audio Technik
 - 1X 32 Channel Digital Mixer - Sound Craft
 - 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
 - 1X Runner Reel Hanging Speaker System - DnB/EAW
 - 4X Double Base Bins - DnB/EAW
4. Indoor (501-1500 pax Incl Live Band):
 - 4X Roving Mics - SM58
 - 1X 32 Channel Digital Mixer - Sound Craft
 - 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
 - 1X Runner Reel Hanging Speaker System - DnB/EAW
 - 4X Double Base Bins Powered - DnB/EAW
 - 4X Monitor Speakers Powered - EV/JBL/HK
 - 5 Standard Piece Backline - AMPEK Base AMP + Drum + 2Xmotif Keyboard + Lead AMP

5. Indoor (1501-3000 pax Excl Live Band):

- 4X Roving Mics - SM58
- 1X 32 Channel Digital Mixer - Sound Craft
- 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
- 1X Runner Reel Hanging Speaker System - DnB/EAW (3000pax)
- 4X Double Base Bins Powered - DnB/EAW (3000pax)
- 4X Monitor Speakers Powered - EV/JBL/HK
- 5 Standard Piece Backline - AMPEK Base AMP + Drum + 2Xmotif Keyboard + Lead AMP

6. Indoor (1501-3000 pax Incl Live Band):

- 4X Roving Mics - SM58
- 1X 32 Channel Digital Mixer - Sound Craft
- 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
- 1X Runner Reel Hanging Speaker System - DnB/EAW (3000pax)
- 4X Double Base Bins Powered - DnB/EAW (3000pax)
- 4X Monitor Speakers Powered - EV/JBL/HK
- 5 Standard Piece Backline - AMPEK Base AMP + Drum + 2Xmotif Keyboard + Lead AMP

7. Outdoor (3000-5000 pax Incl Live Band):

- 4X Roving Mics - SM58
- 1X 32 Channel Digital Mixer - Sound Craft
- 1X 32 Channel Snake Cable - 32 Channel 8 return 40M
- 1X Runner Reel Hanging Speaker System - DnB/EAW (3000pax)
- 4X Double Base Bins Powered - DnB/EAW (3000pax)
- 4X Monitor Speakers Powered - EV/JBL/HK
- 5 Standard Piece Backline - AMPEK Base AMP + Drum + 2Xmotif Keyboard + Lead AMP
- Stage and roof with certificate (12m X 8m) Aluminum stage and trussing structural Engineer Certificate
- Live streaming rate per hour to channels such as FACEBOOK.

TECHNICAL SPECIFICATION FOR EXHIBITION STAND(S)

Size: 3 x 4 = 12m²

Hall: DEC1, for Africa Travel Indaba and ICC for the World Travel Market

Type: Corner

Stand Includes:

Backlit printed reusable graphics:

- 3 x (980 mm W x 2414 H)
- 1 x (2200mm W x 1014mm H)
- 3 x 2200mm W x 614 mm H) fascia

Furniture:

- 1x A4 brochure stand
- Wooden flooring
- 1 x A4 brochure stands
- 1 x double-seater couch (White)

- 2 x Caffee chairs
- 1 x coffee table
- 1 x storage cupboard
- 1x Craft and jewellery Display Stand
- 1x Clothes Display Table
- 1x Dustbin

General

- Aluminium framework and coloured vinyl panels.

TECHNICAL SPECIFICATION FOR THE STRATEGIC INVESTORS SESSION

Specifications for Networking Event

1. Event Overview:

- Event Type: Networking Session
- Time: 19:00 – 22:00 (3 hours)
- Location: 30-seater restaurant in Durban or Cape Town (to be sourced by the service provider)
- Attendees: 30 Investors

2. Deliverables:

- Venue secured and fully set up.
- Catering for 30 attendees.
- Branded event space with banners and signage.
- Functional PA system, screen, and pulpit setup.
- Investor targeting, invitation, and management.
- Event facilitation and coordination.
- Post-event report.

3. Scope of Work:

The appointed service provider will be responsible for organizing and managing the following components:

3.1 Venue and Setup:

- Secure a 30-seater restaurant in Durban, ensuring exclusivity for the event.
- Arrange a professional setup that accommodates 30 guests comfortably, with a formal dining arrangement and networking space.
- Provide a registration area with a desk and guest list management.

3.2 Catering:

- Provide a three-course meal for 30 investors, ensuring diverse menu options to cater to dietary preferences (vegetarian, vegan, halaal, etc.).
- Include welcome drinks (juice, water, soft drinks) upon arrival.
- Provide tea/coffee service during the event.

3.3 Branding and Event Materials:

- Supply and set up the following branding elements:
 - 1x 3m Wall Branded Banner – to serve as the event backdrop.
 - 4x Pull-Up Banners – placed strategically around the venue for visibility.
- Ensure all branding aligns with NEDA's corporate identity and is printed to a high professional standard.

3.4 Audiovisual Requirements:

- Provide a PA System with microphones and speakers to ensure clear audio for speeches and presentations.
- Set up a Projector and Screen for presentations or visual content.
- Provide a Pulpit/Podium for speakers.
- Ensure technical support is available on-site for setup, testing, and troubleshooting during the event.

3.5 Investor Targeting and Sourcing:

- Identify and source 30 investors relevant to NEDA's strategic objectives.
- Send formal invitations and manage RSVPs.
- Maintain communication with investors pre- and post-event to ensure engagement and participation.

3.6 Event Facilitation and Coordination:

- Develop a structured program for the 3-hour session, ensuring smooth transitions between segments.
- Manage the event flow, including guest welcoming, speaker introductions, and networking facilitation.
- Provide on-site staff to coordinate registration, investor engagement, and event support.

3.7 Post-Event Reporting:

- Provide an attendance register and feedback collection.
- Submit a post-event report, summarizing investor engagement, key takeaways, and opportunities for follow-up.

NB: IMPORTANT TO NOTE:

- **TOTAL AMOUNT FOR THREE (03) YEARS TO BE FORWARDED TO THE FORM C.1.1 (FORM OF OFFER)**
- **NO PERCENTAGE, PLEASE PROVIDE FIXED AMOUNTS FOR THE THREE YEARS**
- **BIDDERS ARE REQUIRED TO INDICATE RATES BASED ON THE TOTAL COST OF ALL THE ACTIVITIES AND INCLUDING EXPENSES FOR PROJECT**

- **STRUCTURAL CERTIFICATE OF APPROVAL OF INFRASTRUCTURAL COMPLIANCE TO BE ISSUED ON THE ERECTION OF TENTS, STAGE AND PODIUM.**
- **SECTION 163 OF THE MFMA, PROHIBITS THE MUNICIPALITY FROM INCURRING A LIABILITY OR RISK PAYABLE IN FOREIGN CURRENCY. THEREFORE, BIDDERS ARE REQUIRED TO IN A FROWARD COVER INSTANCES WHERE GOODS AND SERVICES REQUIRED ARE DEPENDED UPON FOREIGN EXCHNAGE RATES (BIDDERS ARE EXPECTED TO FACTOR POTENTIAL EXCHANGE RATE FLUCTUATIONS INTO THEIR PRICING WHEN PREPARING THEIR BIDS)**