

Request for Quotations (RFQ)

Service provider to provide of a hybrid (physical venue and digital platform) conferencing platform and related services to ASA for a Municipal Workshop

RFQ Number	ASA 31/07/2023
Date of Issue	07 August 2023
Compulsory Briefing Session	11 August 2023, 11h00am -12h00pm Click here to join the meeting
Closing Date & Time	21 August 2023 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to:

Zama Thusi

ZThusi@agrement.co.za

Supply Chain Management inquiries may be directed to:

Moloko Mosha

Mmosha@agrement.co.za

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African center for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to assist with providing a hybrid (physical venue and digital platform) conferencing platform and related services to ASA for a Municipal Workshop.

3. SPECIFICATIONS

ASA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the venue (must be in Pretoria or Johannesburg, should not be beyond Sandton), must have catering and all camera, video and other equipment included, invitations, digital platform, management of all virtual components, including comments, Q&A, presentations and full online support on the day of the webinar.

The proposal should include continual testing of the system, dry run, and inspection of the venue prior to the event.

3.1 Summary of Specifications:

- Venue that will accommodate 350 guests and a waiting room for the Minister of Department of Public Works and Infrastructure (should accommodate a minimum of 15 guests), and catering at the venue for the event.
- It must be in Pretoria or Johannesburg (should not be beyond Sandton)
- Design and management of invites, programmes and speaker profiles.
- Camera (professional photographer), video, music and other equipment.
- Live band for entertainment.
- End to End Event Management in Web, Mobile and Tablet devices.
- Technology that integrates the venue-based and virtual speaker's talk, presentations, additional resources as well as a panel discussion for questions in one screen.
- Virtual hosting of a webinar using Live Streaming (on-premises and cloud based) with minimum latency hosted in South Africa.
- Engagement via VoIP calling and chat with host and participants as well as feedback and pooling functionality.

3.2 Other specifications:

- The venue and digital platform's functionality to be tested a day before the event.
- A full-time technical support team available on the day of the event.
- Event should be recorded.

3.3 Functional requirements are as follows:

- Track record
- Conceptualisation and functionality

a. Confidentiality

The information within the message or transaction is kept confidential. It may only be read and understood by the intended sender and receiver.

b. Integrity

The information within the message or transaction is not tampered accidentally or deliberately with en-route without all parties involved being aware of the tampering.

c. Non-repudiation

The sender cannot deny sending the message or transaction, and the receiver cannot deny receiving it.

d. Access control

Access to the protected information is only realized by the intended person within ASA.

e. Security and hosting

This should be hosted on the cloud, Geo location security. IT Security Compliant Solution & the Service Must be a certified entity.

- **Venue**

- a. Should be in Gauteng Province - It must be in Pretoria or Johannesburg (should not be beyond Sandton)
- b. Accommodate 350 guests.
- c. It should be secured for the safety of the guests.
- d. It should include catering for 350 guests.
- e. It should include a waiting room for the Minister of DPWI (should accommodate a minimum of 15 guests)
- f. It should have a sound system to play music during speeches.
- g. It should have a video camera to record the event to integrate with virtual guests.
- h. Integrate with the virtual guests.
- i. Registration table for the guests.
- j. Marketing collateral to serve as thank-you gifts for 350 guests.

4 SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1 Submission of procurement documents.

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.
- Completed price schedule.

4.2 Evaluation

4.2.1 Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 70%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

No	Evaluation criteria	Score	Weighted score
1	<p>Track Record with corporate or public sector hybrid event management solutions (venue, web, mobile and tablet-based interface) reference at least 3 in the past 5 years for minimum of 100 users or more.</p> <p>Scoring:</p> <p>3 or more previously managed Venue and Digital Platforms projects with contactable references for work done in the past 4 years = 5 points</p> <p>2 previously managed Venue and Digital Platforms projects with contactable references for work done in the past 4 years = 3 points</p>	5	30

	List of less than 2 previously managed Venue and Digital Platforms projects with contactable references for work done in the past 4 years = 0 points		
2	Methodology and Approach The service provider must demonstrate their understanding of the key requirements and expectations of ASA as outlined in this document. Scoring: <ul style="list-style-type: none"> • No proof submitted – 0 points • Proof submitted – 5 points 	5	10
3	A proposal of how the Physical and Digital Platforms will be integrated and possible examples. Scoring: The proposal has enough details to demonstrate how the venue and virtual based guests will be integrated = 5 points The proposal lacks some information, and it is not completely clear how the venue and virtual based guests will be integrated = 3 points Unclear proposal of how the venue and virtual-based guests will be integrated = 0 points	5	10
4	CVs & skills and relevant Organization OEM Certifications and credentials of the Customization and Integration Specialist that will be coordinating the digital platform during the event. Scoring: CVs & skills and relevant Organization OEM Certifications and credentials of the Customization and Integration Specialist = 5 points No CVs & skills and relevant Organization OEM Certifications and credentials of the Customization and Integration Specialist = 0 points	5	10

5	<p>The venue should be in Gauteng Province - It must be in Pretoria or Johannesburg (should not be beyond Sandton) and should be accompanied by the below items.</p> <ul style="list-style-type: none"> • Registration table for the guests. • It should accommodate 350 people and catering for 350 guests should be included at the venue. • It should have a video camera to record the event to integrate with virtual guests. • It should include a waiting room for the Minister of DPWI. • It should have a sound system to play music during speeches. • A photographer captures the activities of the day. • It should include marketing collateral to serve as thank-you gifts for 350 guests. <p>Scoring:</p> <p>The proposed venue meets all the above-specified requirements and accompanying items = 5 points</p> <p>The proposed venue meets only 70% of above-specified requirements and accompanying items = 3 points</p> <p>The proposed venue meets less than 50% of the above-specified requirements and accompanying items = 0 points</p>	5	40
Total			100

The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

P_s = Percentage scored for functionality by bid under consideration

S_o = Total score of bid under consideration

M_s = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% to proceed to Phase 2.

4.2.2 Phase 2: Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{\min} = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners

3.	>50% Black youth ownership	5 points	<ul style="list-style-type: none"> - CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
----	----------------------------	----------	--

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

5 TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6 PRICE SCHEDULE

Item no	Item Description	Total Price (R)
01	Provision of a hybrid (physical venue and digital platform) conferencing platform for 350 people (venue-based) and 150 people (virtual) related services to ASA for a Municipal Workshop. The proposal must be inclusive of all costs including travelling and accommodation.	R
TOTAL AMOUNT (EXCL VAT)		R
15% VAT		R
TOTAL AMOUNT (ALL INCLUSIVE)		R

7 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

8 FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider.

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1 All proposals must be submitted electronically to procurement@agrement.co.za.

9.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.

9.3 All documents submitted electronically via e-mail must be clear and visible.

9.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **three (3) months** calculated from the closing date.

11 APPOINTMENT OF SERVICE PROVIDER

- 11.1.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 11.1.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.
- 11.1.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

12 ENQUIRIES AND CONTACT WITH ASA

- 12.1 Any enquiry regarding this RFQ shall be submitted in writing to ASA at ZThusi@agrement.co.za with **RFQ No: ASA 31/07/2023 “The provision of a hybrid (physical venue and digital platform) conferencing platform and related services to ASA for a Municipal Workshop”**.
- 12.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

13 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

14 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFQ before submitting proposals. Each bidder assumes all risks for resource

commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFQ process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

15 CORRECTNESS OF RESPONSES

- 15.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 15.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

16 VERIFICATION OF DOCUMENTS

- 16.1.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 16.1.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

17 ADDITIONAL TERMS AND CONDITIONS

- 17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 17.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 17.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

18 ASA RESERVES THE RIGHT TO

- 18.1 Extend the closing date.
- 18.2 Verify any information contained in a proposal.
- 18.3 Request documentary proof regarding any tendering issue.
- 18.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 18.5 Award this RFQ as a whole or in part.
- 18.6 Cancel or withdraw this RFQ as a whole or in part.

19 DISCLAIMER

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.