

## **TERMS OF REFERENCE: HUMAN RIGHTS DIALOGUE EVENT COORDINATION.**

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### **1. INTRODUCTION**

National Heritage Council of South Africa (NHC) is a Schedule 3(A) Public Entity that is responsible for the preservation South Africa's heritage. The important areas that the NHC focuses on is policy development for the sector to meet its transformation goals, public awareness and education, knowledge production in heritage subjects that were previously neglected, and making funding available to projects that place heritage as a socio-economic resource.

### **2. SCOPE OF WORK**

The NHC requires the services of a qualified, experienced Coordinator who will be responsible for the coordination and sourcing of the following goods and services as outlined in the document:

- 2.1 Venue in Bloemfontein – Town.
- 2.2 Catering services
- 2.3 Décor
- 2.4 Security services
- 2.5 Transport arrangements
- 2.6 Cultural performances
- 2.7 PA system and logistical arrangements

### **3. DELIVERABLES**

The service provider that will be responsible for the procurement, appointment, management and coordination of the below goods and services. The service

provider must work directly with the community that is based in Bloemfontein and understand the demographics of the culture and beliefs.

The service provider that is appointment is required to contact Ms. Matanato Ngwaila before commencing with the procurement of the goods and services to discuss the project, the requirements, deadlines and any other requirements.

### 3.1. **BREAKFAST AND LUNCH CATERING**

The NHC is hosting an intergenerational dialogue in Bloemfontein, Free State with 150 attendees

- The venue to be confirmed once the venue inspection has been conducted with the NHC team.
- **Breakfast should be served at 9am. The Service provider will be required to set up before 9am**
- **Lunch should be served at 13:30pm.**


| Service                    | Items   | Quantity   |
|----------------------------|---|------------|
| Breakfast for attendees    | Breakfast<br>Scones/Muffins<br>Breakfast sandwiches   | 150        |
|                            | Drinks Hot drinks<br>Coffee and tea with sugar:<br>brown sugar<br>Milk: fresh milk and cremora<br>Juice: diluted juice in jars (with<br>cups) | 150        |
|                            | Still Water   | 300        |
| Breakfast for holding room | Executive Breakfast platter.<br>This should include fruits and<br>assorted sandwiches,  | Serving 15 |

| Service   | Items   | Quantity   |
|---|---|------------|
|   | sausages, cold meats, cheese, etc.  |            |
|   | Drinks Hot drinks<br>Coffee and tea with sugar: brown sugar<br>Milk: fresh milk and cremora<br>Juice: juice in jars -100% pure juice  | 15         |
| Set up  | The serving point will be determined by the venue.  |            |
| Equipment required for catering   | The service provider to provide tables, table cloths, crockery and cutlery, urn, etc .<br>Disposable cups and spoons for the mass. Serviettes, tooth picks, etc<br>To provide all equipment / items that will be needed for catering as the establishment do not provide any including extension cords.<br>The food should be readily made. |            |
| Lunch for Attendees<br><br>The service provider should bring all necessary equipments | <b>Starch:</b> Pap/Tini, Samp, rice and dumpling<br><br>Salads: Beetroot, potato salad, chakalaka<br><br><b>Vegetables:</b> cabbage, spinach<br><br><b>Meat:</b> Hake, Chicken, fish , Beef and Mogodu(beef tripe)  | <b>200</b> |

| Service | Items  | Quantity |
|---------|--|----------|
|         | <b>Drinks:</b> cooldrinks, 100%<br>assorted juices |          |

### 3.2. Décor

The seating arrangement will be determined by the venue

| Service  | Items                               | Quantity              |
|--|-------------------------------------|-----------------------|
| Chairs and Covers  | Chairs<br>Covers                    | 200                   |
| Tables   | Rectangular/round<br>tables         | To fit 200 people     |
| Podium   | 1 Glass podium                      | 1                     |
| Couches  | single couches for the<br>panellist | 5                     |
| Flowers<br> | To be placed on the<br>front.       | 3 banquets with vases |

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### 3.3. **MARSHAL, SECURITY**

- The marshal and security should be on site on 14 March 2024.

| SERVICE                         | ITEM  | QUANTITY |
|---------------------------------|---|----------|
| Security services               | Security marshal  | 3        |
|                                 | The security is responsible to ensure that attendees are directed to the parking areas and safeguarding of the vehicles during the event (Psira registered) |          |
|                                 | The security personnel must be on site on 14 March 2024 from 08:30am- 16:30pm   |          |
| <b>Total personnel required</b> |   | <b>3</b> |

### 3.4. **TRANSPORT**

The transport services will transport passengers from the respective pick up points to the venue in Bloemfontein.

| Service  | Item             | Quantity               |
|--|------------------|------------------------|
| <b>Taxis to transport people from the surrounding villages to the venue and return</b> | <b>20-seater</b> | <b>To be confirmed</b> |

The service provider should work with the TAXI Association from Bloemfontein and surroundings.

### 3.5. Cultural performances

To render items during the dialogue on 14 March 2024. The performers should be on site at 9am.

| Service                    | item  | quantity   |
|----------------------------|---|--|
| Coordinate cultural groups | Cultural groups to render performance on the 14 <sup>th</sup> of March 2024   | 5 cultural groups in the Free State, to perform the whole day (whole duration of the event 9h00-16h00).<br><br>NB!!The time might change, but the changes will be communicated with the appointed service provider. The programme of the day will also be shared upon appointment. |
|                            | The culture performance must be related to the culture of the Free State Province, e.g. Sesotho, Setswana, Khoisan, poets, etc.                   |  |
|                            | Service providers must state the name of each cultural group that is proposed to perform on the indicated date as well as the type of performance |  |

**The performers must be based in Free State and prices should be inclusive of transport.**

### 3.6. PA SYSTEM AND OTHER LOGISTICS

PA systems to be used in a semi open auditorium at the venue in Bloemfontein, it should comprise of microphones, speakers, and related equipment. The service

provider will be expected to connect the system on 14 March 2024, the programme starts at 9am the service provider should arrive at 8am for set-up and preparation.

**Delivery address:** Bloemfontein (Venue to be confirmed)

| Service  | Items   | Quantity |
|----------|---|----------|
| PA SYTEM | Cordless microphone   | 04       |
|          | Speakers- audible enough for an auditorium for 150 pax in a semi open auditorium.<br><br>Speaker should have a Bluetooth connector function and USB slots and sound mixer | 01       |
|          | Related equipment such as extension to be used to plug in the items listed above.   |          |
|          |   |          |

### 3.7 LANGUAGE SERVICE

| Service  | Items                     | Quantity |
|--|---------------------------|----------|
| Language interpreter. The person will be required to translate the discussion of the event, therefore, the person should be more conversant with languages in Free State | Sign language interpreter | 01       |
|  |                           |          |

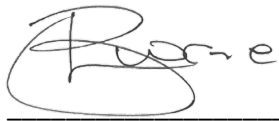
## COMPULSORY REQUIREMENTS

- The service provider is required to submit a quotation for services and as per each category indicated.
- The NHC deserves the right to accept or reject the quotation in whole or in part
- The prices offered must be fixed and no changes will be made after the closure of the RFQ. However, if there are any changes, the service provider must communicate the change and cost implication to NHC for approval. NHC will not be liable for any additional charges unless agreed to in writing before the booking. A revised purchase order must be obtained as proof of the confirmation, where applicable.

| No                             | The specific goals allocated points in terms of this RFQ | Number of points allocated as per the 80/20 principle   |
|--------------------------------|--|---|
| 1.                             | The promotion of entities that are B-BBEE compliant      | Level 1 = 8 pts<br>Level 2 = 7 pts<br>Level 3 = 6 pts<br>Level 4 = 5 pts<br>Level 5 = 4 pts<br>Level 6 = 3 pts<br>Level 7 = 2 pts<br>Level 8 = 1 pt |
| 2.                             | The promotion of SMME's                                  | 4   |
| 3.                             | The promotion of woman owned enterprises                 | 4   |
| 4.                             | The promotion of youth owned enterprises                 | 0   |
| 5.                             | The promotion of people with disabilities                | 0   |
| 6.                             | The promotion of enterprises located in rural areas      | 4   |
| 7.                             | The promotion of enterprises locates in the township     | 0   |
| 8.                             | The promotion of co-operatives                           | 0   |
| <b>Total achievable points</b> |  | <b>20</b>   |

The service provider should contact the NHC before confirming any bookings. For enquiries you can send an email to [m.ngwaila@nhc.org.za](mailto:m.ngwaila@nhc.org.za)





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**Approved by: Lungile Zwane**

**Acting SCM Manager**

**Date**