



ADDENDUM No. 1

BID NUMBER(S) : RFQ00086/2026
BID SUBJECT : PROVISION OF PROFESSIONAL SERVICES TO MANAGE AND HOST THE 7TH EDITION OF THE EASTERN CAPE EXPORT SYMPOSIUM AND EXHIBITION TAKING PLACE FROM 19-20 AUGUST 2026 in kuGOMPO CITY, EASTERN CAPE

Kindly note the following amendments to the above-mentioned RFQ

1. Section B 1.6.2, Stage 2 – Functionality has been amended as follows:

At this stage, service providers must score a minimum of **55%** to be evaluated further on stage 3 of Preferential Procurement Points Score and price. A service provider that scores below the minimum threshold (**55%**) will be deemed non-responsive and will not be evaluated further.

CRITERIA FOR FUNCTIONALITY (CAPACITY)	
A. EXPERIENCE AND TRACK RECORD	
Experience in hosting Trade and Investment events Track Record Bidders must demonstrate experience in hosting trade or investment events, managing conferences and content facilitation. Submit a minimum of 2 contactable reference letters. This criterion forms part of the functionality evaluation. Format and Requirements for Reference Letters Each reference letter submitted must: • Be issued in the client's official letterhead; • Be signed by an authorised representative of the client; • Include the name and description of the project/event undertaken by the bidder; • Clearly indicate that the services were rendered satisfactorily; • Included in the contactable references letter, must include both an email address and contact number; and • Clearly outline the scope of services provided by the bidder. Experience Required Interested service providers must demonstrate: Minimum of 5 years' experience in events management • Proven experience in managing trade or investment events	40



Allocation of Points (Experience and Track record see requirements above)

- Five (5) or more compliant contactable reference letters, each accompanied by a corresponding = 40 points
- Three (3) compliant contactable reference letters = 40 points
- Two (2) compliant contactable reference letters = 30 points
- Less than 2 compliant contactable reference letters submitted= 0 points

Important Note

- ✓ Award letters or appointment letters will not be accepted as reference letters.
- ✓ ECDC reserves the right to verify all reference letters and supporting documents submitted by bidders.

Exhibition Experience

Experience in managing exhibitions & recruiting exhibitors,
Experience in exhibitor servicing
Experience of running b2b matchmakings planforms

Allocation of Points (Experience and Track record see requirements above)

- Five (5) or more compliant contactable reference letters = 20 points
- Three (3) compliant contactable reference letters = 10 points
- Two (2) compliant contactable reference letters = 5 points
- Less than 2 compliant contactable reference letters submitted= 0 points

CORE TEAM EXPERIENCE

Bidders must submit detailed CVs for the Core Project Team personnel who will be responsible for delivery of the project, including team structure with roles and responsibilities

At a minimum, the Core Project Team must include:

- Project Coordinator
- Symposium and stage management Lead
- Exhibition Coordinator
- Business to Business Coordinator
- Registration Coordinator

Each core team member must possess a minimum of three years of relevant experience in their specific role.

CVs submitted should demonstrate relevant experience in:

- Trade and Investment conference;
- Exhibition coordination
- Symposium and Stage Management
- Business to Business Coordinator
- Registration Coordinator

20

25



Allocation of Points (Core Team Experience)

- Core team members with five (5) years or more relevant experience = **25 points**
- Core team members with at least three (3) years but less than five (5) years of relevant experience = **15 points**
- Core team members with less than three (3) years relevant experience = **0 points**

Important Note:

Where more than one lead is submitted for a specific role, the proposed personnel for that role must meet the minimum experience requirements.

The bidder must submit a detailed proposal that includes:

- Clear methodology outlining the approach to planning, coordinating, implementing and managing the 7th edition of Eastern Cape Export Symposium and Exhibition.
- A detailed work plan with key activities, timelines, milestones and deliverables from inception to post-event reporting
- A detailed work plan with key activities, timelines, milestones, and deliverables from inception to post-event reporting.
- Risk management and contingency measures to ensure the successful delivery of the event.

Detailed plan addressing all activities of the event= 15
 Plan covering 4-5 areas =10
 Plan covering 2-3 areas= 5
 No plan = 0

15

Total Points

100

Acknowledgement and Acceptance by Bidder

Name:		Bidder:	
Signature:		Date:	